



KATHERINE SEMAR INFANT AND JUNIOR SCHOOL

Ross Close, Saffron Walden, Essex, CB11 4DU

Tel: 01799 521720

Email: admin-inf@katherinesemar.net

Are you looking to work in a caring school with delightful children and an incredibly supportive and friendly staff team?

Office Assistant with Finance – termtime plus 60 hours

LGS Scale Point 10-13 (FTE – £28608-£30023) Actual starting salary - £14179

20 hours per week Mon/Tue/Thu & Fri 9am – 1pm & Wednesday 11-3pm

The 60 hours will be required during the school year and should be worked during busy periods, on key INSET days and during school holiday periods.

Required ASAP

We are seeking a positive, caring, and highly organised Office Assistant to join our busy and vibrant school office team.

Katherine School is a highly successful and popular primary school catering for children aged 4 to 11. With 450 pupils, we are incredibly proud of our dedicated staff team, who work tirelessly to provide the very best learning experiences and outcomes for all our children.

We are looking for a friendly and adaptable individual who enjoys working as part of a team and thrives in a fast-paced environment. The successful candidate will play a key role in ensuring the smooth day-to-day running of the school office, providing excellent administrative support and a welcoming first point of contact for pupils, parents, staff, and visitors.

In addition to supporting office operations, the role will involve maintaining the school's online payment system and managing the administration of our before and after-school club (ACE). The ideal candidate will be an excellent multitasker, able to prioritise competing demands, work accurately under pressure, and demonstrate strong organisational and communication skills. Strong finance skills and proficiency in Microsoft Excel are essential.

For more information, please email admin-inf@katherinesemar.net

Closing Date – Friday 25th September at noon. We reserve the right to close the job advertisement early if we receive a sufficient number of applications.

Katherine Semar is committed to the safeguarding, protection and welfare of children and young people and we expect all staff and volunteers to share this commitment. Following safer recruitment procedures, the successful applicant will be subject to satisfactory references, medical checks and successful Disclosure and Barring (DBS) checks.



Katherine Semar Infant & Junior Schools part of the Saffron Academy Trust