



Administrative Assistant

Required from September/October

37 hours per week (8am – 4pm), 5 days per week

39 weeks per annum (term time, plus one week)

Grade C Scale Point 4 - 6: £25,185 to £25,989 (pro-rata'd for part-time hours- actual salary £22,314 to £23,026)

Plus first aid allowance (following completion of training) and membership to Local Government Pension Scheme.

Plymouth CAST are looking for an exceptional individual who can combine excellent people skills with a strong admin background to join our admin team working in our fast-paced school environment across Student Services and Reception at Notre Dame School. This role will be based at our Student Services Reception desk, visitor Reception and Main Office and the postholder will provide advice and guidance to students, parents, colleagues and other agencies along with providing admin and organisational support to the senior and pastoral leaders.

The successful candidate should possess excellent interpersonal skills; be able to interact on all levels, use a firm but fair approach with students, adjust their approach appropriate to the audience and make sound judgements. An ability to remain calm whilst under pressure is essential, along with a good sense of humour.

Strong administrative skills are required and will be tested at interview e.g. competence with Google and Microsoft Office programmes such as Word and Excel. On the job training will be provided for other packages, such as Bromcom/other digital platforms. The postholder will both triage and deliver first aid as required, therefore willingness to undertake formal First Aid training and maintain the qualification, is essential.

The successful candidate will be expected to demonstrate a passion for working with young people, have an understanding of Child Protection and Safeguarding (training provided) and be resilient and optimistic.

There are opportunities for vocational training. Business/Admin, or student/school-related qualifications may be available via distance learning under the apprenticeship framework for suitable candidates.

To apply; please complete our application form via the [TES website](#). CVs are not accepted.

The school reserves the right to close the vacancy early if sufficient applications are received to proceed to interview. Applicants are encouraged to submit applications swiftly to avoid disappointment.

Closing Date: Midnight, Sunday 6th September 2026

Interviews: September 2026