



ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL
Dorset Road, Christchurch, BH23 3DA
Telephone 01202 485976

CLERICAL OFFICER
Part-time / Term-time only
12 hours per week
Monday, Tuesday, Thursday and Friday, 12.30pm-3.30pm
XS8.6 Grade 3 SCP 3-4
Hourly rates £13.28 to £13.48
Salary Range: £7,036 to £7,146 per annum (April 2026 Pay Award)

Permanent contract to start October 2026

We are looking for a positive, friendly and organised individual to undertake receptionist and other clerical duties in our school office in the afternoons.

The post holder will work with the Office Manager to provide efficient administrative support including email and word processing, undertaking manual and computer data entry/extraction and other clerical duties. In addition, overtime may be offered to provide additional office support when required.

About the School

St Joseph's is a warm and friendly primary school with wonderful children and staff. We are dedicated to creating an inclusive and welcoming environment where all pupils can develop and thrive. We are committed to providing a learning environment where every young person can achieve their goals.

We offer a team that is fully supportive. Training will be provided.

We welcome someone who shares our Christian ethos.

'The school has high expectations and aspirations for all pupils. Pupils meet these expectations well. There is a purposeful and calm learning atmosphere, which begins in Reception Year.'
Ofsted Inspection June 2024

Please only use the Catholic Education Service application form, available from our school office (01202 485976) office@stjosephs.dorset.sch.uk or website <https://www.stjosephs.dorset.sch.uk/vacancies/> and return it directly to the school- either by post or email.

Visits very much welcomed and further information is available from the school.

Closing date for applications: 30th September 2026
Interviews in the week commencing 5th October 2026

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Rigorous checks will be made of the successful applicant's background credentials, including Disclosure and Barring Service checks along with other relevant employment checks.

The school will conduct online searches of shortlisted candidates. This will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern. St. Joseph's School is committed to equal opportunities.
This role is UK based and your Right to Work will need to be established as part of the appointment process.