



SENIOR ADMINISTRATOR

The Governors of St Mary's Catholic School, Falmouth are seeking to appoint a positive and inspiring Senior Administrator for November 2025. They are keen to accommodate the best candidates who will make a positive impact on our school and standards. Applicants with experience are encouraged to apply.

We offer:

- A welcoming school with a strong Catholic ethos
- Children who are polite, happy and motivated to learn
- A supportive staff team who genuinely want the best for our pupils
- A commitment to your own professional development

The successful candidate will:

- Be happy to support the Catholic ethos of our school
- Be committed to creating challenge, excitement, creativity and independence in learning
- Be dedicated to raising standards and be a good role model
- Have excellent organisational and communication skills
- Be dynamic, resilient and hard working with a positive nature
- Be able to work as part of a team and establish positive relationships with pupils, parents, governors and staff
- Have a reflective and evaluative approach to their practice

Required Date: 24th November 2025

Salary: 28,142 to 29,540 pro rata/ term time plus inset days.

Contract: 25 hours Permanent. Working hours to be agreed.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this post.

Closing Date: 10am on 13th November 2025

Interviews: 20th November 2025

Shortlisted candidates will be notified by email

To apply, please complete the application forms below and email to

Belinda.Burton@plymouthcast.org.uk or call 01752 977313

Shortlisted candidates will be notified by email