



St George's Catholic Primary School

St George's Catholic Primary School, Eagle Way, Shoeburyness, Essex, SS3 9RN

Web: St George's Catholic Primary School - Home Tel: [01702 293522](tel:01702 293522)

Admin Apprentice

Salary Grade Range:	Apprenticeship rate - £8.00 per hour (13,320 per annum plus training fees paid)
Hours of Work:	37 hours per week consisting of 8:00am to 4:00pm (incl. 30 minutes unpaid lunch break) 4 days per week in school and one day per week at college
Weeks Worked:	Term-time only (39 weeks per year including INSET days)
Weeks Paid:	45 weeks per year

St George's Catholic Primary School are seeking to recruit an Admin Apprentice who will assist the school in handling day-to-day office administration and Reception duties.

Please see the school's website for further details and an application form or telephone the school for details to be sent to you. Completed application forms should be returned to recruitment@assiscatholictrust.com

Applications are welcome from individuals of all religions who support the Catholic ethos of our school.

Closing date: 20th September 2026

Interviews: To be confirmed

Start date: As soon as possible

Please note that we reserve the right to call for interview and appoint prior to the closing date.

The school's application form must be completed. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Appointments made are subject to an Enhanced DBS clearance and safeguarding checks.