



# Admin Assistant (Fixed Term 1 day a week)

*The Good Shepherd Catholic Primary School*

**£24,404 - £24,790 (FTE) - Grade E 4-5** (actual salary will be pro rata the Full Time Equivalent salary- FTE)

**Fixed Term Contract until 31<sup>st</sup> August 2025**  
**Part Time (7.5 hours per week)/Term Time only**

The Good Shepherd Catholic Primary School is a one and a half form entry primary school educating approximately 280 pupils in Kingsthorpe, Northampton. The Good Shepherd is part of Our Lady Immaculate Academies Trust.

Our Lady Immaculate Catholic Academies Trust is a large Catholic Multi Academy Trust situated in the northern half of the Catholic Diocese of Northampton formed by the merger of three former Catholic Trusts in February 2020. The Trust currently leads and manages ten catholic primary schools located across the geographical area of Northamptonshire and Bedfordshire and, two Catholic secondary schools – Thomas Becket in Northampton and St Thomas More in Bedford.

The school is seeking a highly committed and passionate School Office Administrator to work one day a week to provide an effective support of the school's administrative systems as part of a supportive team.

Further information about the school can be viewed on the school website [www.thegoodshepherdprimaryschool.org.uk](http://www.thegoodshepherdprimaryschool.org.uk) or on the Trust website [www.olicatschools.org](http://www.olicatschools.org)

If you would like to arrange a school visit, please contact the school at [ATreadgoldNelson@tgs.nor.olicatschools.org](mailto:ATreadgoldNelson@tgs.nor.olicatschools.org) or telephone 01604 714399.

You can apply now via My New <https://mynewterm.com/jobs/142742/EDV-2025-GSCPS-83503> please visit our school website <https://www.thegoodshepherdprimaryschool.org.uk/page/?title=Vacancies&pid=18>

**Proposed interview date:** 10<sup>th</sup>  
December 2025 (TBC)

**Closing date for completed applications:** Midday Monday 8<sup>th</sup>  
December 2025

*The Good Shepherd Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees will be assessed during the recruitment and selection process in line with this commitment. Successful applicants will be required to undertake an enhanced DBS check.*

***'Following Jesus, the Good Shepherd, in all we say and do'***