



# THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust

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Headteacher: Mr P Downey

## RECEPTIONIST / ADMIN ASSISTANT

LBR 3 point 5, £29,434 FTE, £26,344 actual

37.5 hours per week — 8.15am — 4.15pm term time only

Start Date: As soon as possible

The Trustees are seeking to appoint a Receptionist / Admin Assistant to join the academy's support staff. The successful candidate will be responsible for providing a wide range of administrative and reception duties.

The post would suit a well organised, motivated and flexible person. Previous experience of working in an educational background would be preferable and first aid qualification desirable, but training will be given.

The Palmer Catholic Academy is a very successful, over-subscribed 11–18 mixed, multi-cultural, voluntary-aided comprehensive Academy in the London Borough of Redbridge. Although a Catholic academy, we welcome applications from Catholic and non-Catholic candidates.

The Palmer Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be sought and the successful candidate will be required to complete a Disclosure and Barring Service check. Shortlisted candidates will be subject to online social media checks.

Full details and application forms are available from the academy's website at [https://www\(tpc.academy](https://www(tpc.academy)). Completed application forms should be emailed to the Headteacher's PA, Ms Bolton, at [jbolton@tpc.academy](mailto:jbolton@tpc.academy). **Closing date for receipt of applications is 12.00 noon on Monday 9<sup>th</sup> February 2026.**

Please note that we do not accept CVs or applications from agencies. Only shortlisted applicants will be contacted.

**We reserve the right to close this vacancy early if we receive sufficient applications for the role.**  
**Therefore, if you are interested, please submit your application as early as possible.**