



BISHOP VAUGHAN

CATHOLIC SCHOOL

1281 on roll

11 to 18, boys and girls

Administration Support Assistant - ED 54321

Term time only - 39 weeks

21 hours per week, Wednesday to Friday

8.30 am to 4.00 pm

Grade 5 SCP 7-9 (£27,274 - £28,153) per annum, pro rata

Governors are looking to recruit an organised individual to help maintain administrative, financial and reception/reprographics duties within the School Administration section.

This position calls for a professional approach with excellent communication and organisational skills. The successful candidate will be expected to demonstrate a good level of IT skills, particularly in the use of Microsoft Word and Excel packages. The ability to work in a confidential manner and show a willingness to be flexible is essential.

Ideally you will have experience of working in a school and office environment, have a flexible approach to your work and enjoy being part of a team.

Within Swansea Council there is a "Safeguarding is Everybody's Business" principle, and this applies to all Swansea Council employees, elected members, volunteers and contractors.

Further details can be found at <https://www.swansea.gov.uk/corporatesafeguarding>

Further details and all the application forms are available for download on our website www.bishopvaughan.co.uk/vacancies or can be collected from the school's reception area.

Applicants should email their application and relevant documents to the school's Business Manager, Mrs K Jones, at JonesK1124@hwbcymru.net or post to the school's address below:

Bishop Vaughan Catholic School
Mynydd Garnllwyd Road
Morriston
Swansea
SA6 7QG

The closing date for applications is midday on Friday 6th November 2026.