



Holy Cross Preparatory School, Kingston-upon-Thames. KT2 7NU

Admin Assistant

Part Time, Term Time Only plus 10 days pa during school holidays

Monday to Friday, 8am to 1pm, 25 hours per week

£15,924 p/a (£30,449 p/a FTE)

Apply by 9am on 12 September 2025

Holy Cross Preparatory School is an outstanding independent school for girls aged from 3 to 11 years. Located conveniently just off Kingston Hill, we are a Catholic school with a caring and inclusive ethos. We have a beautiful eight-acre site and offer first rate facilities including a performing arts and sports hall, tennis and netball courts, a sports pavilion, and all-weather pitches.

Our dedicated and committed team work together to pursue excellence on every level. Our well behaved and curious girls not only achieve academic excellence; many excel in sport, music and art while growing as happy, well-rounded, confident, and curious young people. Our employees are extremely hardworking, highly motivated, and fully committed to life in a busy and thriving prep school.

We are looking to appoint a friendly and welcoming person to provide a professional and effective admin support service to the school in the school office/ reception. Ideally you will have first-hand experience of working in a school office or other busy office environment, will be highly organised and possess excellent communication and IT skills. You must hold a paediatric first aid qualification or be willing to train for this as you will be required to administer first aid to pupils. Accuracy and confidentiality are also imperative as the job holder will maintain pupil medical and dietary records. This is a very busy and varied role so a flexible, can-do attitude is a must.

We value our employees and offer competitive salaries, membership of a pension scheme, life insurance and other wellbeing benefits such as 24/7 GP access. We have car-parking on site and provide a free lunch during term time.

If you share our ethos, are passionate about education and would like to join our friendly and supportive team, please submit an application form to recruitment@holycrossprep.com Further details and the application form can be found on the school website vacancies page. Contact Lindsey Banks, Deputy Bursar on 0208 942 0996 if you wish to discuss this exciting opportunity.

The closing date for applications is 9am on Friday 12 September however we will assess applications as they come in and may withdraw the vacancy before this date so early application is recommended.

Holy Cross Prep are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service (DBS). As part of the shortlisting process, the School will consider carrying out an online search on shortlisted candidates as part of its due diligence.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.