



St Thomas Aquinas Catholic Primary School

St Mary's Avenue
Bletchley
MK3 5DT

Robert Mundy

Nursery and Wraparound Care Administrator Required
£9200 per annum
Fixed Term Term Time
Start date: 02/11/2026

About our School:

This post requires an enhanced Disclosure and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We are an equal opportunities employer. We also conduct a social media check on applicants prior to interview.

About the Role:

O Bletchley Catholic Schools' Federation Pay – £9,200 per annum (actual)
15 hours per week 8.30am to 11.30am (term time only) across both schools

Start Date: As Soon as Possible
Fixed Term Contract to 31st August 2027

Our schools are successful and happy.

St Thomas Aquinas' Mission Statement, "I have called you by your name; you are mine", Isaiah, 43:1, sets out our aim to provide the best education possible for each individual child.

Bishop Parker's Mission Statement, "Be brave! Stand firm; for the Lord your God is with you." Joshua 1:9 We learn together. We grow together. We celebrate together. We pray together.

Due to our rapidly expanding nursery and wraparound care provisions, we are now seeking to appoint an enthusiastic and committed Early Years Administrator to work in our friendly school.

The ability to communicate effectively, both verbally and in writing, is essential for this role. Previous experience and knowledge of the processes required for a nursery are desirable but not essential and applicants will need to have a GCSE grade C or above (or equivalent) in both English and Maths. Applicants should be highly motivated, have high expectations and enjoy working in an environment that proudly puts children first.

Further details and an application pack are available from the St Thomas Aquinas School website at www.st-thomasaquinas.co.uk Alternatively, please e-mail the school on office@st-thomasaquinas.co.uk Please note that we cannot accept CVs.

Visits to the school are welcomed - please email to arrange an appointment or with any enquiries you may have.

The closing date for applications is noon on Friday 16th October 2026
Interviews will be held on Wednesday 21st October 2026

Closing date for applications: 16/10/2026