



School Support Assistant

Salary: Grade 2 (£24,413 - £26,864 FTE), pro rata

Hours: Part time, 22.5 hours per week, Monday - Friday

4.5 hours per day (start and finish times can be negotiated)

Contract: Permanent, term time only

Location: Bishop Walsh Catholic School, Wylde Green Road, Sutton Coldfield, B76 1QT

Start date: 01 September 2026

The St John Paul II Multi Academy is a highly successful Catholic Multi Academy encompassing nine Primary Schools and two Secondary Schools. Our schools are located in the northern area of Birmingham.

The ethos of St John Paul II Multi Academy is Catholic and was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic multi academy, we aim to provide a Catholic education for all our pupils. As a Catholic multi academy, Catholic doctrine and practice permeate every aspect of every one of our school's activities. It is essential that the Catholic character of the school's education be fully supported by all staff within the multi academy. We therefore hope that all staff will give their full, unreserved and positive support for the aims and ethos of the St John Paul II Multi Academy.

We are seeking a reliable and proactive School Support Assistant to join our team. The role plays an important part in supporting the smooth day-to-day running of the school across a variety of areas.

Key responsibilities include supervising pupils during lunch duties ensuring a safe positive and orderly environment, assisting within Food Technology areas by supporting staff and maintaining a clean and safe workspace and carrying out photocopying and general administrative tasks to support teaching staff and curriculum delivery. The successful candidate will be flexible, well organised and able to work effectively as part of a team. A positive approach to working with children and supporting staff across the school is essential. Previous experience in a school setting is desirable but not essential as training will be provided.

Details of this exciting position can be found on the attached Job Description.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role. St John Paul II Multi Academy is an Equal Opportunities employer. The Multi Academy is committed to safeguarding and promoting the welfare of its children and staff and expects all staff and volunteers to share this commitment. A DBS check is required for all successful applicants. An online search will be undertaken on all shortlisted candidates. This search does not form part of the shortlisting process and you will have the opportunity to discuss any issues of concern that may arise from this search at the interview.

The deadline for applications is **12pm on Monday 01 June 2026**

We reserve the right to close this advert early.

Please note we do not accept CVs, applications will only be considered if received on a Catholic Education application form.

Please follow the links on our website to apply <http://johnpaulii.co.uk/vacancies>