**Sherington Primary School**

**Wyndcliff Road, Charlton, London SE7 7JP**

**Tel: 020 8858 5497**

**Role: Admin Assistant**

**Start date: Monday 1st September 2025**

**Contract: permanent**, **part time 9am – 1pm (negotiable), term time**

**Salary: Scale 3.5 £28,521 (FTE)**

Sherington is a thriving and dynamic school. We believe that ‘character + academics’ is the goal of true education and deliver this through Positive Education and the development of Character Strengths. By placing wellbeing at the heart of education, our pupils are encouraged to flourish – emotionally, socially, psychologically and academically. Sherington has a reputation for strong community support and high standards. If you would like to be part of our supportive team then we want to hear from you.

If you:

* are committed to continuous professional development
* have the highest expectations of all pupils and their learning
* are optimistic, enjoy new challenges and working as part of a team
* believe that all children can achieve success

We can offer you:

* strong leadership with a clear strategic direction
* committed, dynamic and supportive staff
* a broad and rich curriculum
* a World Heritage Site located on our doorstep

School visits are warmly welcomed, and encouraged. Please contact Susie Healy on sao@sherington.greenwich.sch.uk to arrange a time to see our wonderful school.

Sherington Primary School is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references amongst other pre-employment checks.

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

Closing date for receipt of completed applications: **Friday 20th June 12 noon –** emailed to sao@sherington.greenwich.sch.uk

Interview date: Wednesday 25th June