



**Bigland
Green
Primary
School**

Bigland Street, London E1 2ND

Tel. 020 7702 7088

Admin Officer

Salary:	NJC 3 to 10 (£30,225 to £33,384 FTE) based on qualifications and experience		
Hours:	Full-time or part-time (20 to 35 hours per week over three to five days). Term-time only.		
Start date:	January 2026	Closing date	Friday 21 November 2025 by 12:30 PM
Interview:	Week beginning 24 November 2025; Only short-listed candidates will be informed by email.		

The successful candidate must have relevant qualifications and some understanding of school admin. They will have a good grasp administrative duties and the use of technology in school admin. The successful candidate will work alongside highly skilled people and have the opportunity to further develop their own skills to move to the next level.

Ideally, the candidate will have an interest in admin, HR and finances in a school or similar settings. The post is open to candidates who may have similar experience in other sectors and is good at following guidance to learn quickly.

There will be good provision for CPD and training for the post-holder. Bigland Green offers:

- curious children who are eager to learn, and have good support from parents;
- highly skilled staff members with a strong attachment to the school's mission;
- admin and finance staff members who work as a strong team;
- a highly supportive governing body.

Bigland Green Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

Potential candidates are strongly welcome/encouraged to visit the school. Please telephone or email to arrange a visit or an informal conversation with the headteacher or the Office Manager.

How to apply: For an application form, please visit our website
<https://biglandgreen.towerhamlets.sch.uk/vacancies/>

Please return your application to: **enquiries@biglandgreen.towerhamlets.sch.uk**

Job description for the Admin Officer



Responsible to: Office Manager/Headteacher.
Salary: NJC Scale 2 to 4 (£30,225 to £33,384) based on qualifications and experience.
Hours: Full-time or part-time (20 to 35 hours per week over three to five days).

Purpose of the Role:

To support the Office Manager in their responsibilities to ensure the efficient management of the school office and its operations. Assist in the effective administration of the school, contributing to safeguarding processes, and maintaining a welcoming and professional atmosphere for all stakeholders.

Bigland Green's mission is to increase children's life chances.

If you feel you can contribute to the school's mission and its Learning Vision as an Admin Officer, then we would like you to make a strong application.

Bigland Green Primary School's mission is to provide teaching and learning that helps children to become:

- *confident individuals* who enjoy learning, make progress and achieve;
- *successful learners* who are able to live safe, healthy and fulfilling lives, and;
- *responsible citizens* who make a positive contribution to society and the world.

The school has identified six steps to achieving its mission. These six steps to success are encapsulated in the school's **Learning Vision**. All key stakeholders (pupils, staff, parents, governors & volunteers) strive for the full implementation of the Learning Vision.

Person specifications and selection criteria

Essential (text in black ink)

Desirable (text in green ink)

Qualifications and understanding

a	GCSE grade A-B (6 or above) in English and mathematics
b	A'Level in English and mathematics and/or a relevant degree
e	Understanding and commitment to maintaining excellent attendance and punctuality
	A clear understanding of workplace professionalism, particularly in relation to privacy and confidentiality

Skills and experience

a	Experience of working with administrative software e.g. MS Word, Excel, Publisher
b	Experience of using school administrative systems e.g. Arbor MIS, Arbor Finance
c	Effective communication skills (both oral and written)
d	A good standard of experience with using new technology to support admin tasks
e	Excellent communication skills for interacting with staff, parents, and external stakeholders.

Others

a	Hardworking, resilient and professional
b	Commitment to own continuing professional development and to supporting the professional development of others
c	Flexible in approach and attitude, willing to do what is needed.
d	The post holder will undertake any other duties required commensurate with the grade, and seniority of the post
e	Commitment to the highest standards of safeguarding and child protection

Bigland Green ~ a great place to learn & grow