



Albion Primary School
Albion Street,
London SE16 7JD
Tel: 020 7237 3738
Headteacher Karl Bardouille
hr@albion.southwark.sch.uk
www.albionprimaryschool.co.uk
@AlbionPrimary

ADMINISTRATIVE ASSISTANT

Permanent contract – full-time hours (36 hours per week)

Term-time only plus 3 weeks (42 weeks per year)

Salary: £30,654 – £32,907 FTE

Actual salary (pro-rata): £28,455 – £30,546

We are offering an exciting opportunity for a highly organised and motivated individual with the passion and commitment to build on the impressive achievements of our school and work alongside 2 senior admin assistants. The post is of a permanent contract to start as soon as possible. It will be an interesting, varied and an exciting position working largely across either attendance, finance, Human Resources and/or admissions (we will work to your strengths or there is opportunity for training).

The successful candidate will be highly organised with attention to detail, be able to manage a varied workload and act on initiative, with strong verbal and written communication skills.

The successful candidate will:

- Have a positive, enthusiastic approach with an energy and passion for working with young children,
- Provide excellent administrative and customer services to a variety of stakeholders,
- Have excellent communication skills who maintains positive relationships with pupils, staff and parents/carers,
- Be organised, able to multitask and will also assist with general day-to-day admin tasks which therefore require a good level of IT skills,
- Be able to work as part of a team, but also use initiative and self-direction when needed,
- Be calm and patient
- Be flexible, adaptable, embracing new ideas and have a pro-active approach,
- Have a commitment to achieving high standards.

Albion Primary School is a happy, inclusive and creative school where children thrive and where innovation, initiative and creativity are encouraged. Our children are

exceptional and keen to learn and all members of our school community are valued.

We offer:

- Well behaved children who have a love of learning at our school
- A friendly and supportive team with high morale who all champion children's well-being
- A very well resources and attractive environment
- A strong ethos of high expectations and challenge for the whole community
- Excellent professional development and career enhancement opportunities
- Excellent induction and a support programme for all staff new to the school
- A chance to work in a diverse, inclusive and vibrant community with excellent transport links

This is an exciting time to join our school. If this role sounds like the job for you and if you would like any more information, please do not hesitate to contact Lisa Crichlow, School Business Manager – hr@albion.southwark.sch.uk or arrange an informal telephone conversation (02072373738) ahead of making your application.

Closing date: Monday 26th January 2026, 12.00pm (noon)
Interviews: Tuesday 3rd February 2026

Application packs are available to download from this advert, by email or from our website.

CVs will not be accepted.

The school is registered in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) as currently set out in the Data Protection Bill. The school is required to share some data with the Local Authority and the DfE.

Albion Primary School is committed to safeguarding and promoting the welfare and well-being of young people and expects all staff and volunteers to share this commitment.

Albion Primary School is a Safeguarding school. The successful applicant will be subject to appropriate checks and undertake an enhanced DBS and where appropriate to the post, a requirement to complete a Childcare Disqualification declaration for Albion Primary School.

Applicants will be considered on the basis of suitability regardless of sex, race, marital status or disability.
Disabled applicants who meet the essential criteria will be interviewed.

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