



River Peck Federation

Website: <https://theriverpeckfederation.org.uk/>

Executive Headteacher: Gregory Doey / Headteacher: Julie Ireland

Pilgrims' Way School, Manor Grove, London, SE15 1EF

Vacancy

Administrative Assistant

Permanent position – 28 hours per week – Term time

(Monday to Thursday 9:00am to 2:30pm and Friday 8:00am to 4:30pm)

Salary: Grade 4 – SCP 4 to 9

£30,654 - £32,907 FTE

Actual salary pro rata: (SCP4) £20,604.54 to (SCP9) £22,118.92

(Calculations based April 2025 salary scales/pay award pending).

We are currently looking to recruit an Administrative Assistant to join our supportive office team from September 2026. The successful candidate will be based at Pilgrims' Way School.

Pilgrims' Way is situated in a vibrant, multicultural, and multilingual area. We are a small school, making a big difference and we would like to hear from inspiring and committed professionals who are proactive and have a positive attitude. If you have the skills, knowledge and professional attributes, then please apply.

We are a school with:

- Well behaved, happy children who show enthusiasm for learning
- A very friendly, able and committed team of teachers and staff
- A broad, balanced and creative curriculum with lots of opportunities to develop pupils' cultural capital
- A real commitment to ongoing professional development
- A caring and friendly working environment
- Supportive parents and governors

We will offer you:

- Support, professional development and reward your commitment.
- An opportunity for you to flourish, innovate and make a real difference

Visits to Pilgrims' Way are highly encouraged. Please contact Zoe Simpson on 0207 639 1995 or email zoesimpson@pilgrimsway.southwark.sch.uk for further details or to arrange a visit.

Closing date: Wednesday 8th July 2026 12:00pm

Shortlisting: Wednesday 8th July 2026 – pm

Interview date: To be confirmed

Please return completed application forms to:

Gregory Doey

Pilgrims' Way School, Manor Grove, London, SE15 1EF

admin@pilgrimsway.southwark.sch.uk

CVs are not accepted.

The River Peck Federation is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.