**Sherington Primary School**

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

**Tel: 020 8858 5497**

**Administrative Assistant required for September 2022**

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 PERMA model. 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, we want to hear from you.

We are looking for a highly committed, outstanding Administrative Assistant to join us. The post holder will work for 30 hours per week (8:30am – 4pm), 39 weeks per year (term time plus one week).

Salary scale 3.5 (FTE £22,575) actual salary £16,789

If you:

* have experience of working in a busy office environment where no two days are the same
* are organised and efficient
* have excellent communication and interpersonal skills
* are able to use your own initiative
* have high expectations of self

We can offer you:

* a friendly working environment
* support and guidance
* an inclusive school community
* the opportunity for further professional development

Application packs can be downloaded from our website: [www.sheringtonprimary.co.uk](http://www.sheringtonprimary.co.uk)

Completed application forms should be sent to [sao@sherington.greenwich.sch.uk](mailto:sao@sherington.greenwich.sch.uk) or via the office addressed to Susie Healy.

Sherington Primary School is committed to safeguarding and promoting the welfare of children, and the successful candidates will be DBS checked prior to appointment among other pre-employment checks.

Closing date for receipt of completed applications**: 12 noon on Monday 27th June 2022**