



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 Officer

Permanent position – 21 hours per week

Salary: Grade 5 – SCP 6 to 13

£28,977-£32,205 FTE

Actual salary pro rata: (SCP6) £14,607.99 to (SCP13) £16,235.30

We are currently looking to recruit an Administration Officer to join our supportive office team. 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: Friday 4th October 2024 – 12:00pm

Shortlisting: Friday 4th October – pm

Interview date: Thursday 10th October 2024

Please return completed application forms to:

Zoe Simpson – zoesimpson@pilgrimsway.southwark.sch.uk

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The River Peck Federation is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, references will be sought, and successful candidates will need to undertake an enhanced DBS check.