

CHRIST CHURCH BENTINCK CE PRIMARY SCHOOL

Cosway Street

London NW1 5NS

Tel: 020 3351 4135

email: office@ccbprimary.co.uk

website: www.ccbprimary.co.uk

Headteacher: Mrs Tyrrell



Administrator (Primary) Inner London Broadband

July 2025

Term Time Only - Part-Time + 1 week (40 weeks per year)

Salary: Band 1, Step 6: £13,108 per annum TTO/PT 44%, 40 weeks FTE £33,291. Approximately 16 hours per week (2 days x 8 hours): The days of work will be Monday and Tuesday.

Fixed Term – 1 year initially

The Governors of this outstanding school are seeking to appoint a part-time administrator to support the work of the Headteacher, Deputy Headteacher and members of the Leadership team. This role will involve taking responsibility for a range of key administrative duties allowing senior staff to focus on raising standards in teaching and learning.

We are looking for:

- An individual with prior experience of demonstrating exceptional organisation and time-management abilities
- A professional, confident and approachable person who has excellent administrative and communication skills (both orally and in writing) when engaging with a range of stakeholders: students, staff, parents, governors, external professionals and visitors to the school
- An individual who has accurate literacy and numeracy skills with the ability to prioritise effectively to provide business and administrative support around contracts, policies, grant applications, processes and services provided, including implementing these where necessary to meet the needs of the school.
- A team player with a high degree of personal motivation, self-drive and emotional intelligence.

The school offers the opportunity to:

- Join a professional, dedicated, hardworking and supportive team working in a fantastic central London location
- Develop your career in an amazing school with excellent facilities and positive links with the range of stakeholders within our vibrant community
- Experience a supportive induction
- Network across diverse schools

For further information, please view the attached Job description and Person Specification.

How to apply:

Application packs are available via email to: office@ccbprimary.co.uk and from the school website www.ccbprimary.co.uk. To apply, please complete the LDBS Application Form and return it with covering letter to office@ccbprimary.co.uk. CVs will not be considered.

Visits are encouraged and can be arranged by contacting Mrs Riley or Mrs Hollow on 020 3351 4135 or by email. Visits to the school are warmly welcomed and encouraged.

Tour of the school:

Week beginning Monday 19th May

Closing date for applications:

Monday 16th June

Short listing date:

Tuesday 17th June

Interviews:

26th and 27th June

The Governors of our school are committed to safeguarding (KCSIE) and promoting the welfare of children and expect all staff and volunteers to share this commitment.

The successful applicant will need to undertake an Enhanced Disclosure via the DBS.

An initial offer of appointment will be made to the successful candidate and will only become a substantive position subject to appropriate references along with evidence of original documents for qualifications, health etc.