



Executive Assistant to Senior Leadership Team

Are you a proactive administrative professional looking for a key role in a thriving school?

An exciting opportunity has arisen for a proactive and highly organised Executive Assistant to support the Senior Leadership Team at Invicta Primary School. Working 5 afternoons a week (41 weeks per year) across both our Blackheath and Deptford sites, the successful candidate will provide vital administrative support, manage central communications, and act as a key point of contact within our friendly office team. We are looking for a professional with outstanding IT and communication skills, a ‘can-do’ attitude, and the ability to work flexibly under pressure. In return, we offer a supportive environment and excellent professional development opportunities.

To find out more please call and ask to speak with a member of our Senior Leadership Team.

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children. All shortlisted candidates will be subject to online searches. Successful applicants will be subject to an enhanced DBS check. For an application pack, including person specification and job description, and/or for to book a tour please email admin@invictaprimery.co.uk