

JOHN PERRY PRIMARY SCHOOL



Charles Road, Dagenham, RM10 8UR Tel: 020 8270 4622
Headteacher: Mr W Pedro Email: office@johnperry.bardaglea.org.uk
Website: www.johnperryprimary.co.uk

Receptionist/Administration Assistant

Contract: Fixed Term, 1-year
Hours: 35 hours per week (Term Time only, Mon - Fri, 8.00am – 4.00pm)
Salary: Scale 3 - 4 (Points 5 to 10: £28,521 - £30,630 per annum pro rata)
Required: September 2025

John Perry Primary School is a popular 3 form entry primary school. We have wonderful, well-motivated pupils, enthusiastic and committed staff, inspirational senior leaders, supportive parents and excellent links with the community.

We are seeking to appoint a Receptionist/Administration Assistant who is motivated and determined to make a real difference to our children's lives.

Duties will include but not limited to:

- Act as the first point of contact for parents/carers and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional manner
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Maintain the main reception area.
- Answering the telephone, taking/delivering messages and dealing with any relevant matters.
- Taking pupils to and collecting pupils from their classrooms, as and when required.
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance
- Ensure appropriate documentation is received from agency staff and visitors
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders
- Maintain any debt recovery for school meals undertaken and use relevant management software (e.g., ParentPay/Arbor) as appropriate
- Pupil attendance monitoring
- Pupil Admissions tasks

We can offer:

- A supportive and forward-looking staff and Governing Body.
- Opportunities for Continuing Professional Development.
- A pleasant working environment and helpful staff in our friendly successful school.

To apply for this job, please visit our website on https://johnperryprimary.co.uk/about/#job_vacancies and download an application form and Job Description/Person Specification.

Closing date: Friday 4th July 2025 – 8:30am
Shortlisting: Friday 4th July 2025
Interview date: Tuesday 8th July 2025

Completed application forms must be returned to the following email address:
hr@johnperry.bardaglea.org.uk or delivered to the Admin Office, John Perry Primary School

Please note that we will *only* communicate further with applicants shortlisted for an interview.

This role will involve contact with, and responsibility for, children and will amount to 'regulated activity'. The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The school may carry out online searches on shortlisted applicants. Appointments are also subject to satisfactory references/medical clearance/DBS and social media checks. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including a Criminal Records Bureau Disclosure at Enhanced level, will be undertaken on all applicants. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age. The school is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview in order to assess their suitability to work with children. John Perry Primary School is an equal opportunities employer