

# St John's Primary School

127 Stanmore Hill, Stanmore, HA7 3FD

☎ 0208 954 3978    ✉ office@stjohns.harrow.sch.uk    🌐 www.stjohns.harrow.sch.uk

Head of School: Miss A. Donnelly    Executive Headteacher: Mrs R. Blake

Our Vision: *I can do everything through Christ, who gives me strength' Philippians 4:13*

Ecclesia  
partnership



Executive Headteacher: Mrs Rachel Blake

## Receptionist and Administrator

**Salary:** Scale 4, Permanent

**Work pattern:** Monday – Friday

**Working hours:** Full-time, 36 Hours per week

**Start September 2026**

We are looking for someone within our school who has the appropriate experience and skills to run the reception desk at St John's. We need someone who has experience and knowledge of School Money. They will also need skills in excel and word. High standards of accuracy and presentation in all aspects of the work is crucial. We will provide training for areas where the candidate is less confident.

We are looking for someone who has the ability:

- To form excellent relationships with the children and families
- To work confidentiality, the ability to work without direct supervision, and the ability to determine appropriate priorities, work under pressure and have a good sense of humour.

If you have any questions, please contact the school office on:

0208 954 3978 or [office@stjohns.harrow.sch.uk](mailto:office@stjohns.harrow.sch.uk)

**CLOSING DATE:** Wednesday 15<sup>th</sup> July midday

Please complete the application form found <https://www.stjohns.harrow.sch.uk/page/?title=Vacancies&pid=26>

Interviews will be held on: Friday 17th October

*Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references.*

