

JOHN PERRY PRIMARY SCHOOL



Job Title: Senior Admin & Admissions Officer

Location:	John Perry Primary School, Charles Road, Dagenham, RM10 8UR
E-mail:	hr@johnperryprimary.co.uk
Hours:	35 hours per week, term-time only plus 5 days
Salary:	S01 £39,519 - £40,575 (to be pro-rata)
Contract Type:	Permanent
Reports To:	School Business Manager (SBM)
Responsible For:	Administrative staff as delegated (Supervising 3 posts)
Start Date:	ASAP

John Perry Primary School is a 'Good' 3-form entry school, on a journey of school improvement to Outstanding with improved pupil outcomes at the end of each Key Stage.

We are looking for an experienced Senior Admin and Admissions Officer to take on the responsibility of coordinating our day-to-day school administrative functions and managing the school's admissions process. This is an exciting opportunity for a committed professional looking to develop their career in a rewarding leadership role within our school office team.

The successful candidate must have excellent organisational and communication skills, as well as the ability to provide day-to-day guidance to administrative colleagues while working effectively as part of our team.

Your Role:

- **Lead Admissions Administration:** Act as the main point of contact for prospective families, managing applications for Nursery, Reception, and in-year admissions from initial enquiry to enrolment.
- **Coordinate Office Operations:** Oversee the day-to-day operation of designated administrative functions, ensuring consistent office procedures and providing a welcoming first point of contact.
- **Team Guidance:** Provide day-to-day guidance, induction, and training support to the wider administrative team.
- **Data & Records Management:** Maintain accurate pupil records on the school's MIS (Arbor/SIMS), producing statutory data submissions and pupil-number reports.

What We Are Looking For:

- A relevant Level 3 qualification in Business Administration or equivalent experience, with an excellent standard of English and mathematics.
- Demonstrable experience working in a busy administrative/office environment, ideally within a primary school or education setting.
- Proven track record in handling school admissions, waiting lists, transfers, and local authority admissions processes.
- Experience using school MIS systems and online databases.
- A strong administrator with excellent IT skills, numerical accuracy, and proficiency in MS Office.
- Excellent verbal and written communication skills with a professional, approachable, and discreet nature.
- Deep understanding of safeguarding, data protection (GDPR), and the strict importance of confidentiality.

To apply for this role, 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 2nd October 2026 at 12pm
Shortlisting: Friday 2nd October 2026
Interviews: Week commencing 5th October 2026

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

Should you have any queries, please contact our School Business Manager, Mai-Anh Dien by email mdien@johnperryprimary.co.uk.

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

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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.