

Christ Church C of E Primary School (Voluntary Aided)



Senior Administration Assistant

Required to start as soon as possible, 15 hours per week, term time plus 5 staff training days

Salary Royal Greenwich Scale 5 – Full Time Equivalent £31,524 - £32,931 - Actual from £11,781

13:30-16:30pm Monday – Friday 12M Fixed Term Contract with potential to become permanent

Christ Church Church of England Primary School is seeking to appoint Senior Administration Assistant that is committed to providing an outstanding service to Christ Church Primary School. The Senior Administration Assistant will play a key role in managing school systems, supporting staff and pupils to contribute to the smooth running of the school. This is an excellent opportunity to join a small, dynamic friendly team where your contributions will make a real impact.

We are an over-subscribed school, committed to providing a high quality education in line with our vision. The school is situated on the edge of Oxleas Woods on Shooters Hill, with an excellent reputation locally. Christ Church Primary was inspected by Ofsted in November 2023 and rated as 'Good' with 'Outstanding' personal development. Vacant posts rarely arise.

We are looking for someone who;

- Is a positive, highly organised person keen to grow their skill set and work closely with the School Business Manager
- Has digital platform/communications experience
- Has excellent verbal and written communication skills and is a clear, confident and tactful communicator able to deal with others in a calm and positive manner
- Has excellent IT skills
- Is proactive with an attention to detail and who thrives in a high demand, fast paced environment
- Is a creative problem solver
- Is able to provide comprehensive administrative, financial and organisational support
- Is able to assist in developing and promoting improved procedures to deliver school offers such as activity clubs and educational trips

We can offer you;

- An experienced Leadership Team with a clear vision for the future of the school
- A high standard of training and professional development
- A working culture that focuses on positive learning and high expectations, so that staff are able to achieve their very best
- A committed, dynamic and supportive staff, Governing Body and community
- A great working environment that values wellbeing and supports work-life balance through working in partnership with each other and with other schools
- A stunning physical location at the heart of Oxleas Woods

We welcome visits to the school should you wish to do so, please contact Linda Rogers at sbm@ccprimary.greenwich.sch.uk to arrange. To apply the application form provided must be completed.

Closing date: Friday 14th March 2025 at midday

Interviews: Friday 21th March 2025

Christ Church CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. An enhanced DBS check will be sought from the successful candidate and you will be required to tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Further information about the disclosure can be found at www.homeoffice.gov.uk/dbs and in the application pack.

We are also committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular Black African or Afro Caribbean heritage who are currently under represented in our workforce. We are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.