

School Administrative Officer

Primrose Hill Primary School

About the role

Working Pattern Full Time

Contract Permanent

Salary grade 2B SCP grade

Hours: 36 hours per week - TTO plus 5 INSET days

Required for: 1st December 2026

We are looking to appoint a well organised and highly efficient Office Administrator who will assist the Business Manager in ensuring the smooth running of the school office, and provide a professional and friendly face to all members of our school community. The successful candidate will work closely with senior staff, to undertake a range of administrative tasks and processes within the school. This role is front facing, and excellent communication and presentation skills are essential.

The post holder will have

- Have excellent administrative, organisation, customer service and ICT skills, including MS Office and databases
- Have a positive, flexible and proactive approach to work
- Work well within a team
- Experience of communicating clearly and effectively with parents and staff
- Demonstrate excellent organisation and time management skills
- A friendly demeanor and positive attitude to working with others.

What the school offers its staff

- A thriving learning community with a positive ethos and innovative approaches
- A supportive SLT who are committed to raising standards for all pupils
- A friendly and hard working staff team
- A commitment to professional development opportunities

We encourage questions about the post and visits to the school. Please email Miss Nathalie Marshall, Deputy Headteacher at info@primrosehillprimary.co.uk

Primrose Hill primary school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment . This position is subject to an enhanced DBS disclosure.

Please be aware that overseas checks will be required if you have lived or worked abroad for 12 months or more, continuously or in total over the last ten years while 18 or over. Please refer to the link below for how to obtain your Certificate of Good Character

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

We will not accept candidates who require a visa sponsorship for this position.

Closing Date 15th October 2026

Interview Week beginning 19th October 2026