

St. George's CofE Primary Application Pack

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Office Administrator

Grade: Scale 3 Spinal Point 5-6

PERMANENT - Starting October 2026



St. George's
CE Primary School

About us



It is an incredibly exciting time to join St. George's Church of England Primary School: a one and a half form entry school within the Southwark Diocesan Board of Education Multi-Academy Trust.

Firstly, our pupils' smiles and love of learning make St. George's a very special place to be.

We are incredibly lucky to have a wonderful school environment, which is spacious and inviting. On our grounds, we house two large sports

halls; a delightful, spacious outside area for reflection; a dedicated, well-resourced music room; and a kitchen space for food technology lessons.

Our staff team are vibrant, fun, hardworking and have the highest expectations for our children. We strongly believe in working together, taking an evidence-informed approach to new initiatives and school improvement.

As part of our offer within the Multi-Academy Trust, staff have access to networks, national qualifications, and tailored training. We believe in investing in the people who are charged with caring for our children.

Our pupils' physical and mental well-being is incredibly important at St. George's. We were one of the first schools to adopt the Daily Mile and have achieved the School Games Patinum Award.

We warmly welcome you to arrange a tour of the school. Our website reflects the great learning that goes on at St George's and we know how important how a school 'feels' is to you, the candidate.

In the meantime, please take a virtual tour of our school here

<https://vimeo.com/925368889?fl=pl&fe=sh>

to see the wonderful facilities and learning which takes place at St. George's.

We look forward to your application.

Come and join our amazing school.

Darren Janes
Head Teacher
St. George's CE Primary
Perry Vale,
London SE23 2NE

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St George's

CE Primary School

Office Administrator Grade: Scale 3 Spinal Point 5-6 Permanent – October 2026

We are seeking to appoint an enthusiastic, organised and friendly **Office Administrator** to join our welcoming school team.

The successful candidate will provide effective administrative support and play a key role in ensuring the smooth day-to-day running of the school office. As the first point of contact for many of our families, visitors and colleagues, you will need to have excellent communication skills, a professional approach and a commitment to providing a warm and efficient service.

We are looking for someone who is:

- Highly organised with excellent attention to detail.
- Able to manage a busy workload and prioritise effectively.
- Confident using IT systems and administrative processes.
- Friendly, approachable and able to communicate positively with children, parents, staff and visitors.
- Able to maintain confidentiality and work professionally at all times.

Experience of working in a school environment and knowledge of school administrative systems would be desirable, although full training and support will be provided for the right candidate.

Grade & Salary: Scale 3 Spinal Point 5-6

Permanent: October 2026

Hours: 35hrs per week, term time only, plus 1 week and INSET days

Salary: £31086 to £31530 FTE (actual salary £27,802 to £28,201 based on hours and weeks worked), subject to pay review.

In return, we can offer you the opportunity to work as part of a supportive and dedicated team within a caring Church of England primary school and nursery, where every member of staff plays an important role in supporting our children and families.

We warmly welcome visits from prospective applicants. To arrange a visit with the Headteacher, Darren Janes, please contact the School Business Manager, Barbara Whiting, on 020 8699 5127.

Application packs are available from admin@stgeorges.lewisham.sch.uk or via the website where this vacancy is advertised. Completed applications may be emailed or returned by post to the school office.

Closing date: Monday 21st September 2026 at 12pm

Shortlisting: Tuesday 22nd September 2026

Interview dates: Week Commencing 5th October 2026

St George's CE Primary is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure, overseas checks if applicable, and receipt of satisfactory references. Original evidence of the right to work within the United Kingdom will be required prior to commencement of employment i.e. National Insurance Number, Work Permits, or Indefinite Leave to Remain.

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DESIGNATION: Office Administrator

Reports to: Head Teacher / Deputy Head Teacher / Office Manager

Grade: Scale 3 Spinal Point 5–6

Working hours/weeks: 35 hours per week, 40 weeks per year (term time only, plus 1 week and INSET days).

MAIN PURPOSE OF THE JOB

The Office Administrator will be a key member of the school office team, providing effective administrative support and acting as a welcoming first point of contact for pupils, parents, visitors and colleagues.

The successful candidate will have excellent organisational skills, attention to detail and the ability to manage a varied workload in a busy school environment.

SUMMARY OF KEY RESPONSIBILITIES:

ADMINISTRATION

- Provide efficient day-to-day administrative support to the school.
- Maintain accurate records and databases.
- Support pupil admissions, attendance and general school administration.
- Process correspondence, reports, letters and other school documentation.
- Maintain confidentiality and ensure information is handled appropriately.
- Support the organisation of school events and activities.
- Assist with the maintenance of school systems and records.

RECEPTION AND COMMUNICATION

- Welcome visitors, parents and members of the school community.
- Answer telephone calls and respond to enquiries professionally.
- Provide a friendly and helpful first point of contact for families.
- Support communication with parents and carers through school systems.



FINANCE AND OPERATIONAL SUPPORT

- Support the office Manager with administrative finance tasks.
- Assist with purchase orders, invoices and general financial administration.
- Maintain accurate filing systems and records.
- Support the smooth operation of the school office.

SUPPORT FOR THE SCHOOL

- Contribute to the positive ethos and vision of the school.
- Engage in relevant meetings and training to improve practice.
- Follow school policies related to safeguarding, health and safety, confidentiality, and behaviour.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and maintain confidentiality as appropriate.

DATA PROTECTION

- Be aware of the School/Trust's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.



EQUALITIES

- Ensure implementation and promotion of the Trust's equal opportunities policies and statutory responsibilities in both employment and service delivery.

HEALTH AND SAFETY

- Comply with the requirements of Health and Safety at Work regulations.
- Take reasonable care for the health and safety of yourself and others.

CONDITIONS OF SERVICE

- Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

SAFEGUARDING

St George's CE Primary is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

- Promote and uphold the school's safeguarding procedures.
- Follow all school policies and procedures relating to child protection, confidentiality and health and safety.
- Report any safeguarding concerns appropriately.



PERSON SPECIFICATION

Office Administrator

Attributes:	Essential:
Experience and Skills	• Experience of working in an administrative role. • Excellent organisational and time management skills. • Strong attention to detail and accuracy. • Ability to prioritise tasks and manage competing deadlines. • Excellent written and verbal communication skills. • Good IT skills, including confidence using Microsoft Office applications. • Ability to work effectively as part of a team.
Personal Qualities	• Friendly, approachable and professional manner. • Commitment to providing excellent customer service. • Ability to maintain confidentiality. • Flexible and willing to support the wider work of the school. • Positive attitude and commitment to the school community. Strong interpersonal and communication skills. • Organised, adaptable, and able to use initiative.
Qualifications	• Good spoken and written English. • A good level of numeracy and literacy.
Desirable	• Experience of working in a school environment. • Knowledge of school administrative systems. • Experience using databases or management information systems. • Understanding of safeguarding responsibilities within education.