

# CHADWELL PRIMARY SCHOOL



## Welfare & Admin Assistant

**Salary:** LBR 2 - Point 3-4 (£27,729-£28,125 approx. full time annual salary)  
(Pro-rata salary £13,135.91 – £13,323.50 approx. annual salary)  
**Location:** Chadwell Heath, Romford, Essex RM6 4EU  
**Contract Type:** Part time – 10am-2pm (Monday to Friday) Term time only  
**Contract Term:** Fixed term 1 year  
**Start Date:** ASAP

Chadwell Primary School is an exciting and forward-thinking school in Redbridge. We serve a diverse community and strive to ensure that our pupils realise their full potential as they journey through the school.

We are looking for someone to join our hard working and experienced Admin team in the front office, to provide welfare duties to all pupils of the school.

We are looking for someone who enjoys working with children, are friendly, enthusiastic and who has lots of patience. The successful candidate will be required to:

- Be flexible in order to meet the needs of the school
- Work in a very busy environment
- Administer first aid as and when necessary
- Be the main point of contact for welfare and well-being of all pupils
- Keep the medical room clean, hygienic and well stocked at all times
- Undertake a range of basic administrative jobs
- Engage professionally in face to face / phone communication with parents/stakeholders/visitors to the school

Chadwell Primary School has been graded as 'Good' by Ofsted (November 2019) and is a large multicultural primary school, with 52-place nursery.

Chadwell Primary School is committed to promoting the welfare of children and expects all staff to share this commitment. The successful applicant will need to undertake a Disclosure and Barring Service (DBS) check.

Visits to the school are strongly recommended and particularly welcome.

Please visit the school's website for further details and to download an application form, job description and person specification.

Completed applications forms should be returned by e-mail to [recruitment@chadwellprimaryschool.co.uk](mailto:recruitment@chadwellprimaryschool.co.uk) or by post addressed to Mrs Scott – School Business Leader.

**The closing date is 10am Friday 10<sup>th</sup> January 2025**

**Interviews: TBC**

