



**Parkhill Infants' School**

Lord Avenue, Clayhall, Ilford, Essex IG5 0DB

**Senior Administrative Officer**

**Required for September 2025**

**Part time (Hours per week to be confirmed/term time only plus 5 directed days)**

**Salary LBR 6, scale point 18 (£34416 full time equivalent)**

We are a thriving, successful, friendly and inclusive infant and nursery school.

We are looking to appoint an exceptional individual who is keen to work flexibly as part of a team, and make a positive difference to the children at Parkhill Infants' School.

We are looking for someone who:

- is committed to safeguarding and promoting the welfare of children
- will support the unique and caring ethos of the school
- has excellent communication skills and telephone manner
- is familiar with working in a school environment
- enjoys working in a busy and demanding environment
- is adaptable when things change at short notice
- has excellent computer skills, including MSOffice (Word, Excel, Outlook etc) and other databases
- has social media skills or is willing to develop them to provide a social media presence (Twitter/Facebook/Instagram) (desirable)
- is solution orientated

We can offer you:

- happy, enthusiastic children who are proud of their school
- a friendly and inclusive working environment where every child matters
- a strong and supportive leadership team
- a UNICEF gold-accredited rights-respecting school
- a dedicated and caring staff
- excellent training and professional development opportunities
- an outstanding and ambitious school with exciting plans for the future

Please see our school website for further information about our school.

Visits to the school are warmly welcomed, as are informal conversations with the Headteacher. Please contact Miss Gaynor Morgan on **0208 550 1730** to see our wonderful school.

Completed application forms should be returned to school by Friday 30 May 2025

Shortlisted candidates will be informed by phone on Monday 2 June 2025

Interviews: Tuesday 10 June 2025

**In order to safeguard our children, all appointments are made subject to satisfactory references and an enhanced DBS**