



Mossford Green Primary School
Fairlop Road, Barkingside, Ilford IG6 2EW
0208 550 1602
admin@mossfordgreen.redbridge.sch.uk
www.mossfordgreen.redbridge.sch.uk

Headteacher: Mr M. Tranter

School Administrative Assistant

Salary: LBR 4 - Scale Point 7, £29,346 (actual £25,301)

Hours: 35.00 hours (term time only): 8.30am – 4.00pm

Starting: September 2025

We are looking to recruit an Administrative Assistant to join a hardworking team of staff at Mossford Green Primary School.

The job will involve working in the school office covering all aspects of school administration throughout the school day, and to provide support to the Welfare officer for medical needs for staff and pupils throughout the day, training will be provided as necessary.

You will have:

- High expectations and standards with the ability to work using your own initiative at a highly professional level
- Good communication skills
- Good interpersonal skills, both 'front of house' and as part of the staff team
- Excellent organisation and multi-tasking skills
- Good standards of literacy, numeracy and IT (all Microsoft Office packages)
- Resilience and a sense of humour

We can offer:

- A friendly and supportive school community who strive for the best outcomes for children and their families
- Opportunities for professional development

The successful applicant will have excellent IT skills and should be able to multi task and be flexible in your working patterns. It is desirable to have experience of working in a primary educational environment but not essential.

We warmly welcome visits to the school from high quality practitioners who are interested in the position.

Please do contact the school to speak with Mr Tranter, Headteacher, or email if you have any questions about the post.

Application details are available from the school's website www.mossfordgreen.redbridge.sch.uk
All completed applications should be returned to: admin@mossfordgreen.redbridge.sch.uk

Closing date: Wednesday 2nd July at 12pm

Interviews: Tuesday 8th July 2025

At Mossford Green Primary School, we have a diverse school community where we actively seek to listen and learn from each other. We welcome applicants from all backgrounds for the experiences they can bring to our school and are committed to working together to reduce workload and prioritise wellbeing at every level.

We are committed to safeguarding and promoting the welfare of children. All shortlisted candidates will be subject to an internet search. The successful applicant will have an aptitude for, and commitment to, safeguarding children. This post is subject to an enhanced Disclosure & Barring service (DBS) clearance. The London Borough of Redbridge is an equal opportunities employer.