



THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust

Aldborough Road South, Seven Kings, Ilford, Essex, IG3 8EU

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www.tpc.academy

Email: office@tpc.academy

Headteacher: Mr P Downey

Senior Admin Assistant

LBR 6, point 18-20 £35,517-£36,582 FTE (£34,665-£35,704 actual)

40 hours per week, 8.00am-4.30pm, term time plus 1 week

Start date: ASAP

The Trustees are looking to appoint a Senior Admin Assistant to join the academy's admin team.

The successful candidate will have excellent communication, administration and interpersonal skills and be an experienced, organised and enthusiastic Administrator. This is a varied role, and the post-holder will work closely with all members of staff, students and stakeholders to ensure the smooth running of the academy.

The Palmer Catholic Academy is a very successful, over-subscribed 11–18 mixed, multi-cultural, voluntary-aided comprehensive Academy in the London Borough of Redbridge. Although a Catholic academy, we welcome applications from Catholic and non-Catholic teachers.

The Palmer Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure and pre-employment checks. References will be sought for shortlisted candidates, and online social media checks will be conducted.

Full details of the post and application forms are available on the academy's website at <https://www.tpc.academy/>. **The closing date for completed applications is 12.00 noon on Friday 4th September 2026.** Completed application forms should be emailed to the Headteacher's PA, Ms Bolton, at jbolton@tpc.academy.

Please note that we do not accept CVs or applications from agencies. Only shortlisted applicants will be contacted.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.