



JOB VACANCIES

ADMINISTRATOR/RECEPTIONIST

LBR Grade 2-4 Point (depending on experience)

Term Time only - 20 hours per week

Little Heath School is a thriving special school for pupils aged 11–19 with learning difficulties and complex needs, many of whom are on the autistic spectrum. Situated in attractive, leafy surroundings on the border of the London Borough of Redbridge, we provide a nurturing and aspirational learning environment tailored to the individual needs of each pupil.

Join Our Team – Make a Lasting Impact

Are you a passionate, dedicated and resilient administrator?

We are seeking:-

- A skilled Administrator who has worked in an SEN setting and has a working knowledge of pupils with Complex Needs.
- Someone who is creative, and highly motivated to make a meaningful difference
- A team player who values collaboration and will contribute positively to our dedicated team.
- A professional with outstanding honesty and integrity



APPLY NOW

- ✉ Application pack available on TES or email request: sbegum@lheath.net
- ☎ 020 8599 4864
- 📍 Hainault Road, Romford, RM6 5RX

Closing date for receipt of applications: 16th October 2026

Interview date: WB 19th October 2026

Little Heath School is committed to safeguarding, safer recruitment and promoting the welfare of children, young people and vulnerable adults. Such posts will require a DBS disclosure check and references will be taken up prior to interview

In accordance with KCSiE, Safer Recruitment Guidelines and Data Protection Guidelines, we reserve the right to use social media as part of our recruitment processes. If you would like to discuss this further, please contact the School.

