



Chadwell Primary School

High Road, Chadwell Heath, Romford, Essex. RM6 4EU
Tel: 020 8590 1242

General Administrator

Administration and Organisation Level 2

Salary Scale: Grade LBR 3 (Scale Points 5-6) £30,408 - £30,843 pro rata (This equates to approximately £24,302 – 24,649 per year)

Location: Chadwell Heath, Romford, Essex. RM6 4EU

Working Hours: 33 ¾ hours per week (8.30-4pm), term time plus one week.

Contract Term: Initially 1 year with a view to moving to permanent

Start Date: As soon as possible

Are you a warm, professional administrator who thrives on building positive relationships? The Executive Headteacher, Head of School and Governors at Chadwell Primary School are looking for an experienced Administrator to become part of our supportive, well-established admin team.

As our new General Administrator, you will:

- Serve as part of the Front Office admin team
- Create positive first impressions for everyone who walks through our doors
- Build strong relationships with pupils, parents, staff and visitors through daily engagement and communication
- Support our busy front office team in delivering efficient, high-quality administrative services
- Manage a diverse range of administrative responsibilities that keep our school running smoothly

Strong literacy and numeracy skills are essential.

Chadwell Primary School has been graded as 'Good' by Ofsted (May 2025) and is a large multicultural primary school, with a 52-place nursery. Chadwell Primary School actively supports equality and opportunity. We are committed to promoting the welfare of children and expect 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 or by post addressed to Mrs Scott – School Business Leader.

Closing Date: Thursday 15th October at 10am

Shortlisting: 16th October 2026

Interviews & Tasks: Wednesday 21st October 2026