



WE ARE HIRING!

COME JOIN OUR TEAM

ADMIN ASSISTANT:
from September 2026

SALARY

- Scale 4 pt. 7 + London weighting = £28,704
- paid pro-rata = £24,397

HOURS

- 8.30am - 4.30pm Mon-Fri
- Term-time + INSET days only

KEY RESPONSIBILITIES

- Acting as first point of contact for visitors, parents, and staff, ensuring a warm and professional welcome
- Handling general admin tasks, including answering phone calls, responding to emails and maintaining records
- Using SIMS Finance and Admin modules to manage records, invoices, orders and student data
- Liaising with the Headteacher & EWO and acting as daily point of contact for school attendance
- Assisting with school communications, including newsletters, letters to parents and text messages
- Supporting staff with general office tasks and ensuring compliance with school procedures

REQUIREMENT :

- Proficiency in SIMS Finance and Admin modules
- Excellent customer service and interpersonal skills
- Effective communication skills
- Strong organisational skills with attention to detail
- Ability to multitask and work efficiently in a busy school environment
- Experience in an admin or school office setting is desirable



APPLY NOW

Application form and documents
available on school website:
www.cchurch.brent.sch.uk
(About Us > Vacancies)

Call: 0207 624 4967

Christ Church CE Primary School is dedicated to the Safeguarding of all of its children and staff. Appointments will only be made following successful interview and relevant reference, medical and DBS checks.