



AVONDALE PARK PRIMARY SCHOOL

Dream, Believe, Achieve



Full Time Senior Administration Officer required ASAP

Salary Range: S01-S02

Actual salary - £30382 - £33812

Hours – Permanent, 36 hours per week/ 39 weeks +2

Avondale Park is a successful two form entry inner city school in North Kensington (Ofsted Rated 'Good' in May 2017) federated with St Anne's Nursery School (Ofsted rated Outstanding 2022). Serving a diverse and multi-cultural community, we are a vibrant school that attracts committed and energetic staff. Have you got what it takes to join our team?

We are looking for an experienced Senior Admin Officer to work as part of our friendly office team asap with ambition to develop professionally.

We are seeking to appoint a highly skilled and motivated individual to join our very friendly Administration Team. This is an important role to manage the schools data and offer high quality support to the Headteacher. If you are ambitious, flexible, inspirational, creative, open-minded, and want to be part of our successful primary school, then we want to hear from you.

The successful candidate will have excellent organisation and time management skills and be expected to multi-task, following direction from the Headteacher and Federation School Business Manager. You will have experience of working in a busy environment, have a flexible and positive attitude and have excellent communication skills. You should be competent at using a range of IT packages including Sims and be able to work under pressure while maintaining a calm and professional manner at all times.

Application packs should be requested from: kay.kolios@apsafederation.com

Visits to the school are welcome, please call Kay on 0207 727 7727 to arrange

Application forms should be returned by noon on 31st October 2022

Interview date:

Round 1 via Zoom – 3rd November 2022

Round 2 Interview 8th November 2022