

# SACRED HEART CATHOLIC PRIMARY SCHOOL

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[www.sacredheart.islington.sch.uk](http://www.sacredheart.islington.sch.uk)



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## ADMIN ASSISTANT/RECEPTIONIST (PERMANENT)

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|------------------------|--|
| <b>Grade:</b>          | NJC Scale 5                                |
| <b>Hours:</b>          | 8am-4pm, 35 hours per week, term-time only |
| <b>Start date:</b>     | 1 <sup>st</sup> June 2026                  |
| <b>Closing date:</b>   | 15 <sup>th</sup> April 2026                |
| <b>Shortlisting:</b>   | 17 <sup>th</sup> April 2026                |
| <b>Interview date:</b> | 21 <sup>st</sup> April 2026                |

Sacred Heart Catholic Primary School is looking to appoint a friendly, approachable, organised and committed admin assistant to join our administration team. The successful applicant will be the first point of contact for parents, pupils, staff and visitors, dealing with telephone, e-mail and personal enquiries in a polite and professional manner and will be responsible for supporting with the administrative, financial and organisational processes within the school.

You will be someone who has:

- excellent interpersonal skills
- good organisational skills and able to work flexibly
- excellent IT skills including the use of databases and the Microsoft office suite (word and excel)
- a keen eye for detail
- initiative, multi-tasks and works well under pressure
- strong telephone and communication skills
- a positive approach and tackles challenges
- a strong understanding of safeguarding and confidentiality

We can offer you:

- A happy, friendly working environment.
- Well established administration systems within the school.
- Training opportunities relevant to the post

Working under the direction of the school's business manager, main duties will include:

- Front of house welcoming visitors, answering phone etc.
- Some day to day functions of the school including maintaining school email inbox
- Admissions
- Processing invoices
- Maintaining Arbor/pupils records

**Executive Headteacher:** Mr John Lane

**Deputy Headteacher:** Mrs Alexandra Fernandez-Madden

**Senior Administrative Officer:** Mrs Sharon Harney

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## CATHOLIC PRIMARY SCHOOL

- Administration of After School Club and Enrichment Clubs including payment on 'Teachers2Parents' system
- Managing Access Finance

This is a very customer focused role and as such requires excellent verbal and strong organisational skills. Excellent ICT skills, including word-processing and data inputting and high levels of attention to detail are also essential.

**Please apply online at [www.islington.gov.uk/jobs](http://www.islington.gov.uk/jobs) If you need any assistance, please email the Education HR team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference:**

***Sacred Heart Catholic Primary School are committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment; an enhanced DBS check will be required.***

***In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.***

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