**School Administrator**  
**Grade 4 (Points 7–10) Basic Salary £27,987.00 - £29,310.00 (pro rata)**  
**Permanent Contract** - **35 hours per week, term time only + 5 INSET days + 5 admin days**  
(Monday–Friday, 8.00am–4.00pm)

John Perryn Primary is a happy, diverse and welcoming two-form entry school in East Acton, Ealing. We are proud of our modern, purpose-built facilities and our strong sense of community. We are now looking to appoint a proactive, adaptable and committed **School Administrator** to join our friendly office team and play an important role in supporting the smooth running of the school.

**The successful candidate will have:**

* Previous experience in receptionist, secretarial, clerical or administrative work
* Strong literacy, numeracy and communication skills (both written and verbal)
* Good IT skills, including Microsoft Office (Word, Excel, Outlook, Publisher)
* A calm and professional manner, with the ability to relate well to both adults and children
* A positive, flexible and solution-focused approach to work
* Willingness to undertake first aid training (previous knowledge desirable)
* The ability to work well as part of a team and contribute to the wider life of the school
* A clear commitment to safeguarding and promoting the welfare of children.

**In return, we offer:**

* A supportive and collaborative staff team
* Pupils who are enthusiastic, proud of their school and eager to learn
* A caring and inclusive school environment where everyone is valued
* A well-planned induction and opportunities for ongoing professional development.

John Perryn Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, satisfactory references and other pre-employment checks.

**How to apply:**  
Application packs are available on our school website: [www.johnperryn.ealing.sch.uk](http://www.johnperryn.ealing.sch.uk/).  
Please return completed applications by email to: [vacancies@johnperryn.ealing.sch.uk](mailto:vacancies@johnperryn.ealing.sch.uk).  
Please note: CVs will not be accepted.

**Key dates:**

* Closing date: **Monday 20th October, 12.00 midday**
* Shortlisting: **Wednesday 22nd October**
* Interviews: **Week beginning 3rd November 2025**