



Torridon Primary School



Administration Officer

Torridon Primary School is looking to recruit a committed and motivated Administration Officer who is passionate about learning and has high expectations for efficient systems and operational management.

Job starts: January 2026

Grade: 4 SCP 8

Salary: FTE £32,442 (£29,463 pro rata)

Contract type: Term Time Only plus 2 weeks (41 weeks)

We welcome applications from experienced Administration Officers and candidates from a corporate background with transferable skills which could be utilised in an educational setting.

We are looking for an Administration Officer who:

- Is an outstanding practitioner with a creative approach and forensic attention to detail
- Possesses excellent communication and interpersonal skills, leads by example and is a good team member
- Is committed to achieving the highest standards in the administration processes within the school
- Demonstrates a strong work ethic, exceptional organisational skills and an ability to prioritise own workload

We can offer you:

- Friendly, enthusiastic children and staff
- A team dedicated to raising standards for all children
- Strong and supportive leadership
- A range of opportunities for professional development and career progression

If you think this might be the opportunity you have been looking for, we strongly encourage a visit to the school. Please telephone the school office on 020 8697 2762 to make an appointment.

Closing date and shortlisting: Midday Thursday 27th November 2025

Interviews: Week beginning 1st December 2025

All documents, including application forms can be found on our website:

<https://www.torridonprimary.lewisham.sch.uk/contact/vacancies/>

Completed applications should be returned to recruitment@torridonprimary.lewisham.sch.uk

Tel: 020 8697 2762

E mail: recruitment@torridonprimary.lewisham.sch.uk

Website: www.torridonprimary.lewisham.sch.uk

Torridon Primary School is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are exempt from the Rehabilitation of Offenders Act 1974. Therefore, the successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) as well as qualifications and reference checks.