



Hazelbank Road, Catford, London, SE6 1TG

Headteacher: Manda George

Telephone: 0208 697 2762

Email: admin@torridonprimary.lewisham.sch.uk

13th November 2025

Dear Colleague,

Thank you for your interest in our vacancy for an administrative officer. My name is Manda George and I would like to take this opportunity to tell you a little about our school.

We are a large, happy and vibrant community school committed to ensuring that all children develop the skills they need to thrive and flourish. We are situated in the heart of Catford and the school is well placed for transport links, being close to Bellingham station and on several bus routes.

In September 2018, we amalgamated Torridon Infant & Nursery and Torridon Junior Schools to become Torridon Primary School, making us one of the largest primary schools in Lewisham. There is a strong leadership team in place and they have been instrumental in leading the school on its journey through the amalgamation and beyond. We have over 630 children at Torridon, each one of them different and unique.

Inclusion is very much at the heart of what we do and we have a very strong inclusion team who support our children with SEND. As well as our mainstream classes, we are proud to have specialist support for children with Autism Spectrum Condition (ASC). Our resource base caters for children from Reception to Year 6 who have a diagnosis of ASC. Children in the resource base have a diagnosis of autism and an Education, Health and Care Plan (EHCP). They are allocated a place by the Local Authority Special Needs Panel in conjunction with the school. The children who attend the resource base are very much part of our school and access the mainstream classes according to their level of need. Our reputation for valuing, caring for and attending to the needs of each child is justly deserved and a real strength of the school.

Our children enjoy coming to school and are very excited about learning. They feel trusted and respected and they know that there is always someone who will listen to them. School is a safe, warm and caring place where children succeed. At Torridon we believe that positive and rewarding relationships are fundamental in ensuring a naturally positive environment for learning and we have a responsibility to embed personal values such as respect, honesty and courage. We prioritise the formation of solid and respectful relationships between children and staff. We believe that respect should be mutual and something which is earned, not expected. In order to reflect this, all staff are known by their first names.

Our staff team are passionate about making a difference and strongly believe that all children should have equal opportunities to achieve well and become the best they can be. To this end, we promote the highest possible expectations of our children and each other in all aspects of school life. Underachievement is not acceptable and we aim for our children to leave Torridon with a strong sense of self-belief, high levels of independence and the ambition to succeed.

We know that our staff are our most valuable resource and invest heavily in ensuring that everyone has the skills they need both to fulfil their current role and to prepare them for future aspirations. High quality professional development for staff at all levels is highly valued and we will ensure that you have the support and training you need to be effective in post.

The role of the admin team is integral to ensuring the effective and efficient running of the school and support of the school's aims and objectives. Working closely with the headteacher and senior team, the admin team work together to develop, implement and maintain the school's admin functions. Our staff work very closely together and there is a strong sense of teamwork.

You may have experience of working in a school office environment or comparable experience in the corporate world. Whatever your background, you will have the highest expectations to provide the best service possible. You will need to be organised, proactive and have a positive outlook. You will be rewarded by working with a great team of people who are passionate about making Torridon Primary School the best it can possibly be.

I hope this information pack encourages you to make an application. If you have any questions about the position or the school, please do not hesitate to contact me. I think visits are very helpful if you are trying to make up your mind about whether to apply for a school and would encourage you to come and visit us to find out what makes Torridon such a special and exciting place to work. Please contact us to arrange a visit to the school.

If you decide to make an application, please look carefully at the Job Description and Person Specification. Your supporting statement should be no longer than 2 sides of A4 and should be tailored to demonstrate your suitability for this post.

CVs will not be accepted, and interviews will be offered to those applicants best demonstrating the skills, abilities and experience that match the person specification and can demonstrate and evidence their commitment to our school.

Key Dates

Closing date: **Midday Thursday 27th November 2025**

Shortlisting: **Friday 28th November 2025**

Interviews will take place: **Week Beginning 1st December 2025**

Visits to the school

By arrangement: please contact us if you would like to visit the school.

Email: recruitment@torridonprimary.lewisham.sch.uk

Any Questions?

If you would like an informal discussion about any aspects of this job opportunity, please contact Claire Eastwood (Deputy Headteacher) in the first instance on:

phone: 020 8697 2762

email: recruitment@torridonprimary.lewisham.sch.uk

Applying

If you decide to apply for this position please return your completed application form to:

recruitment@torridonprimary.lewisham.sch.uk

If you are hardworking, resilient and passionate about learning and you think this might be the right school for the next step in your career, then I look forward to hearing from you.

Kind regards,

Manda George

Headteacher

Phone: 020 8697 2762

Email: recruitment@torridonprimary.lewisham.sch.uk