



Senior Administrative Officer (HR and PA)
Full Time (8.00am-4.00pm) - Permanent
Scale S01 £32,301.00 - £33,414.00
Term Time plus 2 weeks (41 weeks)
Actual Salary £29,866.34 – £31,663.55

We are looking for an enthusiastic, diligent and well-motivated Senior Administrative Officer to join our school.

Arnhem Wharf is a large primary school, situated near to Canary Wharf, committed to inclusion and providing a varied and creative curriculum for children aged 3-11 years.

The main responsibilities of this post:

- To work as part of the administrative team, supporting the school in achieving its vision and objectives by providing administrative and HR support to the Senior Leadership Team (SLT). This will include working with the team on day to day organisational decisions for the school.
- To be responsible for developing and maintaining up to date personnel records of all staff to include recruitment, training, salary assessments, expenses, allowances, maternity leave, sickness leave, holiday and other leave in accordance with data protection requirements.
- In conjunction with the School Business Manager, to manage the front line office team, ensuring effective administration and day to day efficiency.

We will offer you:

- A creative and inclusive school community working in partnership with parents and families
- A supportive team multi-disciplinary team
- A modern and well-equipped school building

Visits to the school are welcome. Please email recruitment@arnhemwharf.towerhamlets.sch.uk if you would like to book an appointment. Please also find out about us from our website.

Download the application pack from the school website at: www.arnhemwharfprimaryschool.com/vacancies Applications should be returned to recruitment@arnhemwharf.towerhamlets.sch.uk

Closing date: 2nd February 2022 (12pm)
Shortlisting: 2nd February 2022
Tasks & Interviews: 7th February 2022

Arnhem Wharf Primary School is committed to safeguarding and promoting the welfare of children and expects all members of staff to share this commitment. Successful applicants will be subject to an enhanced DBS check.