



Senior Administrative Officer

For St Thomas' CE Primary School, Appleford Road, London W10 5EF

Required for September 2026

Salary: Scale 6, Point 18- £34191 (£37,509 FTE) to SO1, Point 23- £35219 (£38,637 FTE), depending on experience.

An exciting and rewarding opportunity has arisen for a highly organised, self-motivated, efficient and friendly individual to join our dedicated team as our **Senior Administrative Officer**.

St Thomas' is a small, thriving and culturally diverse Church of England primary school situated near the Portobello Road in North Kensington. We are proud of our welcoming and inclusive community, our wonderful children and our supportive and hardworking staff team, who genuinely enjoy working together.

Reporting to the School Business Manager and Head of School, you will play a key role in the day-to-day life of the school, ensuring that our office runs smoothly and efficiently and that all visitors receive a warm and professional welcome.

The successful candidate will:

- Be an ambassador for the school and provide a welcoming, professional front-of-house service to pupils, parents, staff and visitors.
- Lead on admissions, pupil data management and statutory returns.
- Monitor attendance and punctuality and manage first-day absence procedures.
- Support pupil welfare, including the administration of medical needs and first aid arrangements.
- Coordinate school communications, clubs, school meals and other operational systems.
- Contribute positively to the ethos and values of the school and support the needs of all children.
- Promote equality, inclusion and high expectations for every member of our school community.

We are looking for someone who:

- Has excellent interpersonal and communication skills.
- Is highly organised, efficient and able to prioritise competing demands.

- Is confident using Microsoft Office applications and school management systems such as SIMS (or has the ability to learn quickly).
- Has experience of working in a school environment or in a busy front-office/customer-facing role.
- Demonstrates initiative, discretion and a commitment to maintaining confidentiality.
- Enjoys working as part of a team and building positive relationships with children, parents and colleagues.
- Shares our commitment to safeguarding and promoting the welfare of children.

In return, we can offer:

- Friendly, enthusiastic and well-behaved children.
- A supportive and dedicated staff team.
- Opportunities for professional development and training.
- A welcoming and inclusive school community.
- The opportunity to make a real difference in a vibrant and successful school.

Please see the job description and person specification for full details of the role and responsibilities.

St Thomas' CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check, online searches and satisfactory references.

Visits to the school are warmly welcomed and encouraged.

For an application pack, please either refer to our website <https://lifefull.org/careers/>
Or e-mail our office STadmin@lifefull.org leaving your full name and email address.

Closing date for applications: Monday 6th July at 9am

Interviews: Wednesday 8th July 2026

St Thomas' is An Equal Opportunities Employer