



**Albion**  
PRIMARY SCHOOL  
Inspiring children today for tomorrow's world

**Albion Primary School**

**Albion Street,**

**London SE16 7JD**

**Tel: 020 7237 3738**

**Headteacher Karl Bardouille**

[finance@albion.southwark.sch.uk](mailto:finance@albion.southwark.sch.uk)

[www.albionprimaryschool.co.uk](http://www.albionprimaryschool.co.uk)

**@AlbionPrimary**

## **SENIOR ADMIN OFFICER (SAO)**

**FULL TIME POST**

**SALARY: SCALE 5 POINT 6 – 13 (£26,625 – £29,853 FTE)**

**ACTUAL SALARY: £23,934 – £26,836 PRO RATA**

**35 HOURS PER WEEK, TERM TIME ONLY + 3 WEEKS (42 WEEKS)**

**PERMANENT CONTRACT**

We are offering an exciting opportunity for a highly organised and motivated individual with the passion and commitment to build on the impressive achievements of our school and act as a driver for further improvement. The post is of a permanent contract to start as soon as possible or December 2023. It will be an interesting, varied and an exciting position working largely across either attendance, finance, Human Resources and/or admissions (we will work to your strengths or there is opportunity for training). The role will also be supporting the Headteacher as a Personal Assistant whilst ensuring the smooth running of the school office with the other Senior Admin Officer.

The successful candidate will be highly organised with attention to detail, be able to manage a varied workload and act on initiative, with strong verbal and written communication skills.

### **The successful candidate will:**

- Have a positive, enthusiastic approach with an energy and passion for working with young children,
- Provide excellent administrative and customer services to a variety of stakeholders, establishing and maintaining efficient administrative systems and processes to support the effective running of the school with a focus on operational excellence,
- Have excellent communication skills who maintains positive relationships with pupils, staff and parents/carers,
- Be organised, able to multitask and will also assist with general day-to-day admin tasks which therefore require a good level of IT skills,
- Be able to work as part of a team, but also use initiative and self-direction when needed,
- Be calm and patient
- Be flexible, adaptable, embracing new ideas and have a pro-active approach,
- Have a commitment to achieving high standards.

Albion Primary School is a happy, inclusive and creative school where children thrive and where innovation, initiative and creativity are encouraged. Our children are exceptional and keen to learn and all members of our school community are valued.

**We offer:**

- Well behaved children who have a love of learning at our school
- A friendly and supportive team with high morale who all champion children's well-being
- A very well resources and attractive environment
- A strong ethos of high expectations and challenge for the whole community
- Excellent professional development and career enhancement opportunities
- Excellent induction and a support programme for all staff new to the school
- A chance to work in a diverse, inclusive and vibrant community with excellent transport links

“Albion Primary School provides an outstanding quality of education and serves its local community exceptionally well.” Ofsted 2011

This is an exciting time to join our school. If this role sounds like the job for you and if you would like any more information, please do not hesitate to contact Mick Reddon-Owen, School Business Manager – [finance@albion.southwark.sch.uk](mailto:finance@albion.southwark.sch.uk) or arrange an informal telephone conversation (02072373738) ahead of making your application.

**Closing date: Monday 30<sup>th</sup> October 2023, 12.00pm (noon)**  
**Interviews: Thursday 9<sup>th</sup> November 2023**

Application packs are available to download from this advert, by email or from our website.

**CVs will not be accepted.**

*The school is registered in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) as currently set out in the Data Protection Bill. The school is required to share some data with the Local Authority and the DfE.*

*Albion Primary School is committed to safeguarding and promoting the welfare and well-being of young people and expects all staff and volunteers to share this commitment.*

*Albion Primary School is a Safeguarding school. The successful applicant will be subject to appropriate checks and undertake an enhanced DBS and where appropriate to the post, a requirement to complete a Childcare Disqualification declaration for Albion Primary School.*

*Applicants will be considered on the basis of suitability regardless of sex, race, marital status or disability. Disabled applicants who meet the essential criteria will be interviewed.*

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