



Southwark Children and Family Centres
Bermondsey and Rotherhithe



The River Peck

Federation, Pilgrims' Way
Primary School

Vacancy for Admin Assistant

Children and Family Centre in Bermondsey and Rotherhithe Locality

Salary Scale 4

£28,128 - £30,309 (FTE) pro-rotta

Fixed term contract June 2024 – 31st March 2025

16 -20 hours per week

Term Time only

We are currently recruiting for an experienced and highly skilled Admin Assistant who is looking to develop and extend their knowledge in a user led service.

The professional staff teams are committed to 'Keeping Families Strong' with a tailored service delivery that is based on improving life chances for children. 1001 days and the Best Start programme to improve outcomes for the 0–2year-olds. There is significant partnership working and our team administrator underpin all functions of service delivery.

We are forward thinking, ambitious with a commitment to continuous improvement, being people focused, a 'can do' organisation, which strives for excellence in all we do and operate. If you share these values and have the necessary skills, then we look forward to hearing from you.

Applicants will need to demonstrate the ability in the following areas:

- Organisational skills – setting up systems of working that improve and organise the admin functions in the team.
- Able to use excel and word to a high standard – the ability to design and format documents. Able to update twitter, website, and social media platforms.
- Some design skills to produce leaflets and marketing materials for parent and partner audiences ideally have some experience using CANVA.
- Being friendly and welcoming to everyone that accesses our services including colleagues and partners. We work as one team and value everyone.
- Liaising with parents, contractors and partners requires good customer service and interpersonal skills.

We would like to hear from inspiring and committed professionals who are proactive and have a positive attitude. If you have the skills, knowledge and professional attributes then please apply.

The Children and Family Centre locality team are committed to safeguarding and promoting the welfare and safety of children and young people. We conduct value-based interviews. The successful candidate must demonstrate that they are fully committed to our safeguarding policies and procedures. Preemployment checks and references will be sought, and successful candidates will need to undertake an enhanced DBS check. We welcome applications from all sections of the community.

Closing date for applications: 17th May 2024 - 4pm

Shortlisting: 20th May 2024

Interview: 23rd or 24th May 2024

For a job pack please email ccadmin@pilgrimsway.southwark.sch.uk All completed application forms to be sent to lhodson@pilgrimsway.southwark.sch.uk

For a visit or chat about the role please contact Dina Cobo or Julie Ralph on 0207 358 2878.