



LONDON MEED PRIMARY SCHOOL

BRAVERY CURIOSITY RESILIENCE COMMUNITY RESPECT

Office Administrator

Salary	WSCC Grade 3 £24796 pro-rata (Actual Salary £8,467 as of Apr25)
Required from	Feb 26
Contract	Job share/ Part time/Term time only. INSET & additional days paid when required
Hours of work	15 hours 8.00am- 4.00pm Thursday and Friday.

London Meed School primary school is a welcoming two form entry school with extensive grounds with an Outdoor Play and Learning (OPAL) approach and an extensive and varied curriculum and clubs.

We are looking for an office administrator to join our busy school office team two days per week. This is a busy and varied role, working at front of office with all members of our school community and external contractors/agencies.

The successful candidate will ideally have experience working in an office environment,

We are looking for someone who:

- Has excellent secretarial and organisational skills with the ability to prioritise their workload
- Enjoys working as part of a team, but also be able to work on their own initiative
- Is able to maintain confidentiality at all times
- Has experience of electronic communication systems and IT skills in a range of applications
- Works successfully with pupils, parents, governors and the community
- Has strong interpersonal skills

In return we can offer:

- Friendly and supportive staff, parents and governors
- A bright welcoming and well-maintained working environment
- Children who are eager to learn
- Professional development throughout your time at London Meed
- Free tea and coffee. Coffee van on a Friday to make purchases.
- West Sussex discounts on retail outlets/entertainment venues/travel

Head teacher F Dowley
London Meed Primary School,
Chanctonbury Road, Burgess Hill, RH15 9YQ
Website: www.londonmeedprimary.co.uk
Email: office@londonmeedprimary.co.uk Tel: 01444 232336



Please do first look through our website to find out about our school:

<https://www.londonmeedprimary.co.uk/website>

Please email completed application forms and to Susan Stalker at sbm@londonmeedprimary.co.uk

London Meed School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be appointed subject to satisfactory references, health checks and DBS clearance.

Closing date: Monday 19th January 2025

Interviews: Tuesday 27th January