



Receptionist/Administrative Officer

Start Date: September 2026

Contract Type: Permanent

Experience/Qualifications: English and Maths GCSE at grade C, 4 or higher or equivalent preferred

Pay Scale: LBR3 Points 5-6 £29,436 - £29,856 FTE

Hours: 36 hours per week, 45.45 weeks per year, term time plus 5 days

We are looking for a dedicated, enthusiastic and organised School Receptionist/Administrative Officer to join our friendly school community.

The successful candidate will be the first point of contact for visitors, clients and colleagues, providing a welcoming and efficient reception service while supporting the smooth running of day-to-day administrative activities.

Good written and oral communication skills are essential.

If you are interested in applying, complete application form and please email it to **recruitment@goodmayesprimaryschool.co.uk** (CV's will **NOT** be accepted).

Please note that communication from the school will be via email; it is important therefore to provide a current email address on your application form. **Please note:** The school reserves the right to close the vacancy early if a sufficient number of suitable applications are received.

If you have **not** heard from the school by Monday 21st September 2026 at 16:00, please assume that your application has been unsuccessful on this occasion.

Closing date: Thursday 17th September 2026 at 12:00
Interviews: Week commencing 21st September 2026

Goodmayes Primary School is committed to safeguarding and promoting the welfare of children. Such posts will require an Enhanced DBS and Barred List check and references will be taken up prior to interview.

In accordance with Safer Recruitment Guidelines and Data Protection Guidelines, we reserve the right to use social media as part of our recruitment processes.

We value diversity and strongly encourage applications from underrepresented groups. Inclusion is at the heart of everything we do. As males are currently under-represented within our school, we particularly encourage applications from male candidates