

Office Administrator - Independent Prep School

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Company: Empowering Learning

Location: London

Category: management

School: Independent Prep School

Location: Central London

Role: Office Assistant/Junior/Administrator

Start Date: May or June 2024

Salary: £25,000 - £27,000

A thriving and wonderful independent prep school in central London are searching for a dynamic, proactive and enthusiastic office administrator/assistant. This is a full time position and permanent position from May or June 2024.

This is a nurturing and caring school, which is collaborative and has a family ethos. The Head strongly advocates a holistic education and encourages all pupils to have fun and enjoy their time at school. Staff work together and deliver exciting and engaging lessons.

The Head seeks a dynamic and able person to take up a vital role of helping run the office of a busy school. This role is very hands on and there will be administrative as well as operative requirements. The successful candidate will be answering emails, phone calls and ensuring

the smooth running of the school behind the scenes and being a key aide to the Head. You will also be communicating with parents and liaising with external contractors for the efficient running of the school. This role requires the successful candidate to be proactive, dynamic, organised and hardworking. In return there is an enjoyable, fun, collaborative environment and you will be an important team member.

Graduates who are looking for their first role and interested in working in a fast paced, multi faceted role are encouraged to apply!

If you are interested in working in an office at a vibrant and family orientated independent school, please apply now. Or call Duncan Eaglesham on (phone number removed) for an informal conversation and more information. The school has a strong ethos of student welfare therefore any successful applicant will undergo a full enhanced criminal record check (DBS).

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