

We are looking for...

2 Scale 4 Administrative Assistants at Old Hill Children's Centre
All year round, flexible shift work
Full time. Start date: 1st September 2025

We are looking to recruit two very organised and friendly individuals to join our team as a Children's Centre Administrative Assistant. As the first point of contact for parents and visitors, you will play a crucial role in maintaining a welcoming and efficient environment. This is a great opportunity for someone who enjoys working with children and has excellent communication skills.

Responsibilities:

- Greet parents and visitors and provide them with a warm welcome.
- Answer phone calls and respond to enquiries in a professional and timely manner.
- Schedule appointments and manage the centre's calendar.
- Maintain a clean and organised reception area.
- Assist with administrative tasks, such as filing, data entry, and photocopying.
- Maintain accurate records of visitors and staff attendance
- Ensure the safety and well-being of children by monitoring the entrance and exit of the centre.

Requirements:

- Proven experience in a similar receptionist or administrative role
- Excellent communication and interpersonal skills
- Strong attention to detail and organisational skills
- Proficient in using Microsoft Office suite
- Ability to multitask and prioritise tasks effectively
- Ability to work independently and as part of a team
- Knowledge of child protection policies and procedures is desirable, but not essential.

Salary and Hours:

1 x Full time - 35 hours per week all year round
(7.45am – 3.45pm – includes 1 hour lunch break)
Scale 4 Spine 7-10 £30,987 - £32, 346

1x Part time - 26.25 hours per week all year round
12.30pm – 6.15pm (30 Minute break)
Scale 4 Spine 7 – 10 £22,594 - £23,585

For more information, please contact the School Business Manager on 0208 806 7275 Application forms and further details are available online. Supporting statements should indicate your previous experience.

Please email completed application forms to - adedominicis@harringtonhill.hackney.sch.uk
<https://harringtonhill.hackney.sch.uk>

We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. We welcome applications from all sections of the community regardless of gender, race, religion, disability, sexual orientation or age.



Closing date for applications: Monday 7th July 2025 at 12pm.

Interview: Thursday 10th July 2025