



We are looking for an... Admin Officer Maternity Cover Term Time only

1-year fixed term - September 2026 – July 2027

Start date: September 2026 (1 week paid handover in July 2026)

Harrington Hill are looking to recruit self-motivated, approachable and organised individual to be part of our admin team as an Administration Officer for 1-year maternity cover.

The main duty of the role is to provide efficient and effective reception, administrative and clerical support. The successful applicant will be responsible for the management of the school's reception, the maintenance of various school databases for pupil and staff records including school attendance, and the provision of administrative support to the Leadership Team, Senior Finance and Administration Officer and other members of staff as appropriate.

The successful candidate will:

- have administration experience, preferably in a school or educational setting
- have excellent IT skills including Microsoft Office
- work efficiently to tight deadlines
- have excellent literacy and numeracy skills
- be an effective communicator who can lead, multi-task and work as part of a team
- be prepared to play a full and active part in the life of the school

In return, we can offer:

- wonderful children who strive to achieve their best
- a hardworking, motivated and welcoming team
- a professional and supportive work environment

Hours & Salary

Harrington Hill Primary School - Full Time / Term time only 37.5 hours per week

Monday to Friday - 8am – 4pm (30 min unpaid lunch break)

Scale: 6 Grades. (FTE – £37,509 – £38,637)

TTO (Term Time Only) £33,908 - £34,928

Please note that CVs alone will not be accepted.

Visits are warmly welcomed and encouraged. Please visit our schools websites to download our application form and to view our application pack. Please contact Mrs Alex De Dominicis adedominicis@harringtonhill.hackney.sch.uk to arrange an informal discussion or to arrange a visit to Harrington Hill Primary School.

Successful applicants will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

<https://harringtonhill.hackney.sch.uk>

Closing date for applications: 22nd May 2026 at 12pm. Interviews: W/C 1st June 2026

