



GREATFIELDS SCHOOL

Dream it. Believe it. Achieve it.

Admissions & Attendance Administrator (Maternity Cover)

School:	Greatfields School
Salary/Grade:	APT&C Scale 4 pro-rata, outer London (actual salary £27,388)
Hours:	35 hours per week, term-time plus two weeks to be worked during summer holidays
Contract type:	Fixed Term Maternity Cover
Closing date:	Tuesday 5 th May 2026 at midday
Interviews:	Friday 8 th May 2026
Start date:	As soon as possible

This is an opportunity for you to work with some extraordinary and aspirational students, in a developing area of East London. The Gascoigne community is a very special place and we are privileged to be building a school at its heart. The school is driven by the dreams, aspirations and ambitions of our students and the wider community and we would love you to join us in helping us to build a school which will drastically improve the life chances of our young people.

We are looking to appoint an experienced Administrator who shares our vision and ambitions for the young people of this community. You will be joining a highly motivated and passionate group of staff who work tirelessly in the best interests of the students.

If you would like more information about the role please feel free to contact the school on the e-mail address below.

vacancies@greatfieldsschool.com

www.greatfieldsschool.com

The school is committed to safeguarding and protecting the welfare of children and as such all appointments are subject to an enhanced DBS (CRB) check. Appointments are also subject to satisfactory references/medical clearance.

