



## **Administrative Officer**

**Rise Park Academies**  
**Annan Way, Romford, Essex RM1 4UD**  
Telephone: 01708 761935  
Executive Headteacher: Mrs H Durrant

### **Fixed Term Contract**

**Start Date: 01/09/2026 - 22/07/2027**

**Contracted Hours: 21 hours per week - 3 days per week 8am - 3.30pm. 30 minute lunch break. The days are flexible**

**Working Weeks: 38 weeks per year plus 5.7 weeks paid holiday**

**Salary: Scale 3, Point 5-6 (depending on experience). Actual Salary: £14,391 - £14,596**

Rise Park Infant School/Junior School is part of the Success for All Educational Trust. It is an exciting time for the school with a new leadership team and dedicated staff who are friendly and supportive within a welcoming, aspirational environment. The children are well behaved and keen to learn.

We are seeking to appoint a highly motivated enthusiastic and organised administrative officer to carry out administrative and organisational processes within the school.

### **The successful candidate will be:**

- Experienced in working in a school office environment.
- Able to maintain and access computerised records across a variety of systems
- Able to develop positive relationships with other members of staff and pupils
- Proactive, well-organised and able to work with staff members, pupils and visitors.
- An effective communicator dealing with staff, pupils and visitors effectively
- Flexible and work well as part of a team.
- Able to adapt to constantly changing priorities
- Solution focused, positive, calming and resilient

### **We can offer:**

- A well-resourced learning environment
- A cohesive and enthusiastic staff team
- Polite and motivated pupils
- Support and commitment to continuing professional development
- A positive, engaged wider school community.

## **Why Work With Us?**

As an employer, we are committed to promoting career development and recognise hard work and effort. As an equal opportunities employer we offer from day one of your employment parental leave, compassionate leave and carers leave at or above the statutory levels. We are committed to wellbeing and flexible working requests which can be submitted from day one.

As an employee, you will be covered by our excellent well-being support and medical cover programmes provided through the [Spark](#) and [Medicash](#) organisations. This includes access 24 hours a day to a GP helpline, physiotherapy, optical support, dental treatment, and access to a counselling service.

Rise Park Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check (with children's barred list check)

Rise Park Academies is an equal opportunities employer including blind recruitment.

"We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, disability, religion or belief, age or sex and sexual orientation."

Further details can be downloaded from our website [www.riseparkacademies.co.uk](http://www.riseparkacademies.co.uk) or from our Assistant Headteachers Chris Siddle or Clare Hoddy, 01708 761935

If you are looking to advance your career in a supportive and dynamic setting and are committed to providing the very best experience for our staff and students, we would love to meet you.

The Trust's January 2026 Staff Survey results confirm it is a great, safe, and supportive place to work. Staff are significantly more likely to recommend the Trust as a good employer compared to the national benchmark. This positive sentiment is consistent throughout, with general job satisfaction and communication outcomes also being substantially higher than the national benchmark.

**Closing date: Friday 26th June 2026 at 12pm**

**Interview date: Week commencing 29th June 2026**

We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.

The use of AI is strictly forbidden to assist in any way with the interview/application process.

\*Previous applicants need not apply.