



Great Careers

Attendance & Administration Assistant

Location: Barking and Dagenham
Contract type: Fixed Term (Maternity Cover)
Hours: 35 hours per week, term time only
8.30am to 4.30pm

Closing date: Monday 2nd March 2026 at midday
Interview date: Friday 6th March 2026
Salary: APT&C Scale 3/4 (from £25,318)

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 have built 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. Aspiration is at the heart of everything we do, and we passionately believe our students can compete with any other child in the country.

Greatfields opened in September 2016 and we will eventually grow to become a ten form entry school with 1800 pupils, including sixth form, in purpose-built new accommodation. We currently have approximately 1370 students across Years 7 to 13.

We are looking to recruit a highly motivated and committed 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. Staff development is central to everything we do and you will receive weekly coaching sessions, a personalised CPD programme which best fits your needs and clear pathways for progression.

To apply for this role please go to our website and apply via MyNewTerm. 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.