

Horn Park Primary School

Alnwick Road, Lee, London, SE12 9BT

Tel: 020 8857 5003

Email: hornpark@compassps.uk

Website: www.hornpark.compassps.uk

Headteacher Jack Green



Administration Assistant – 35 Hours per week (8.30am -4.30pm)

Apply by: Sunday 9th August 2026

Job starts: September 2026

Salary: Scale 3 Point 5-6

£26,971.15 - £27,356.92 Actual (35 hours per week, 41 weeks per year – term time plus 2 weeks)

Location: Horn Park Primary School

Contract type: Permanent

At Horn Park Primary School, the school office is the heartbeat of our community, and we are looking for an experienced administrator to help it thrive.

As the first point of contact for our children, families and visitors, you will set the tone for every interaction: offering reassurance to a nervous parent, a warm smile and welcome to a child returning after absence, and calm, organised support to a busy team. Your work will underpin everything we do, enabling our staff to focus on what matters most: providing an exceptional education for every child.

We are looking for a welcoming, enthusiastic and highly organised individual to join our office team as our front-of-house receptionist. You will play a key role in keeping the school running smoothly, supporting the Senior Leadership Team, and ensuring that communication, administration and daily operations are handled with care, professionalism and efficiency.

To succeed in this role, you will bring:

- Strong interpersonal skills and a genuinely friendly, approachable manner
- Excellent organisation and the ability to juggle multiple priorities with confidence
- High levels of discretion and professionalism when handling confidential information
- Competence with administrative systems and technology

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Previous school experience and knowledge of school information systems would be an advantage, but more important is your commitment to making a positive difference every day. We will ensure that your role builds on your strengths, offering a varied and engaging mix of responsibilities across the school office.

Horn Park Primary School is in the process of moving to become a one form entry school; year groups in Years 5 and 6 are still two form entry. The school has recently been judged by OFSTED to be a good school with areas of outstanding practice. We are a research-engaged community and are constantly seeking new and innovative ways of developing teaching and learning. We foster an ethos of mutual respect and positive values for lifelong learning. We are part of an innovative and forward-thinking Trust comprising of 28 schools that work as one to achieve the very best for all children and all communities. The Trust offers immense opportunities to develop the quality of provision, sharing of good practice and professional growth.

We can offer you:

- A team committed to raising standards for all children.
- A commitment to your own CPD.
- A part in a forward thinking, dynamic Partnership who see children at the heart of the learning process.

Horn Park is committed to safeguarding and promoting the welfare of all pupils attending the school. As the duties of this post involve regular contact with children, any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Criminal Records Bureau.

All applications must be made via My New Term.

Closing date for applications Sunday 9th August 2026

Shortlisting: Week beginning 11th August 2026

Interviews: Week beginning 24th August 2026