

# Primrose Hill Primary School

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Tel: 020 7722 8500  
admin@primrosehill.camden.sch.uk  
www.primrosehill.camden.sch.uk



## Admissions & Attendance Officer

Scale 5 Range 12 to 15 (depending on experience) | Term Time Only  
FTE £26,544 - £28,005 (actual pro rata £22,740 - £23,992)

**Fixed Term in the first instance: Immediate Start – 31<sup>st</sup> August 2022 prior to review for a permanent position**

We are looking for a dedicated and enthusiastic Admissions & Attendance Officer to join our team at Primrose Hill Primary School, a happy and inclusive two-form entry mainstream primary school in Camden.

You will be responsible for school admissions and attendance, working alongside the other office members as a welcoming and friendly face for our children, parents and visitors. You will:

- Have outstanding written and verbal communication skills - **a very high standard of written English with excellent knowledge of grammar is essential for this role**
- Have a range of computing skills with particular competence in Microsoft Word and Excel
- Have proven experience of working in a busy office environment
- Demonstrate attention to detail and the ability to work under pressure
- Be able to plan and prioritise your work and show high levels of organisation
- Be able to work as a proactive member of the admin team
- Have a positive attitude to work and a willingness to learn
- Demonstrate excellent interpersonal skills with colleagues, parents, members of the public and our children
- Be educated to at least GCSE Grade C standard or equivalent in English & Mathematics

**This is a Fixed Term position in the first instance, prior to review for a permanent role whilst we undergo an administration review.**

Please see the Job Description and Person Specification before completing the Application Form and returning to the School Business Manager, Julia Chalfen at [julia.chalfen@primrosehill.camden.sch.uk](mailto:julia.chalfen@primrosehill.camden.sch.uk)

**Closing Date:** Monday 31<sup>st</sup> January 2022 at 12pm noon.

**Interviews:** We may interview on receipt of applications so we would advise applying as soon as possible. Visits to the school are warmly welcomed.

**Primrose Hill School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required.**

Head Teacher – Phil Allman