



HeadTeacher: Mr. J Robinson
Camelot Primary School
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#exceptionaleveryday
#provenpeckhamprimary

Are you keen to further progress in your career and rise to a new challenge in an exceptional, proven Peckham Primary School?

Aspirational and Exceptional Administrative Assistant sought from June 2019 onwards

***Full Time position (Term time only)
35 hours a week
Grade 5 Spine Point 16-23***

Do you want to realise your potential and help children to reach theirs?
We are looking for a friendly, adaptable and efficient individual to work in our Camelot reception office 5 days a week from 8:30am– 4:30pm.

Your role will include: welcoming visitors to the school, handling day-to-day cash transactions and online payments, maintaining pupil records, other general office duties such as filing, typing letters and taking telephone calls.

We invite applicants to read our Ofsted report, January 2018 and to note the exceptional progress and trajectory of Camelot School, SE15 and our communication of ambitions to our whole school community.

Closing date for applications: 9.00 a.m. Wednesday 24th April with interviews to follow on Monday 29th April.

For an application pack or if you have any queries please contact Sharon Raven, Office Manager (email: office@camelot.southwark.sch.uk) or alternatively contact our Headteacher, James Robinson, directly (email: head@camelot.southwark.sch.uk)

Camelot School is committed to the Safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

All posts are subject to pre-employment checks. References will be sought and successful candidates will need to undertake an enhanced Disclosure and Barring Service check.

