

St John's Primary School

127 Stanmore Hill, Stanmore, HA7 3FD

☎ 0208 954 3978 ✉ office@stjohns.harrow.sch.uk 🌐 www.stjohns.harrow.sch.uk

Head of School: Miss A. Donnelly Executive Headteacher: Mrs R. Blake

Our Vision: *I can do everything through Christ, who gives me strength' Philippians 4:13*

 Ecclesia
partnership



Receptionist and Administrator

Person Specification

Essential Skills & Attributes

- Strong administrative and organisational skills with attention to detail.
- Excellent interpersonal and communication skills (written and verbal).
- Proficient in Microsoft Office, email systems, and school MIS
- Ability to manage multiple tasks and prioritise effectively under pressure.
- Experience in handling confidential information with tact and discretion.
- Commitment to safeguarding, equality, and inclusion.

Desirable

- Previous experience in a school office or similar busy environment.
- Knowledge of financial administration and asset management.
- First Aid and/or Fire Marshal training.

Safeguarding Statement

St. John's C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to:

- Enhanced DBS clearance (including Children's Barred List check).
- Two satisfactory references.
- Verification of qualifications and Right to Work in the UK.
- Pre-employment medical and suitability checks.

Review of Role

This job description will be reviewed annually and may be amended in consultation with the post holder to reflect changing priorities and needs within the school.

