



School Administrator – Grade E

Post Title: School Administrator – Level 3/JE0447

Salary: Grade E - £33,012 - £34,488 (Pro Rata £29,781 -£31,112) dependent on experience

Contract: Permanent, 36 hours per week. Term Time plus 2 weeks (40 weeks)

Hours : 8.00-4.00pm daily and until 5.00pm on a Wednesday

Required from: September 2026

Do you want to join a school

- *“That is a place pupils love to come to because their friends are kind and adults are caring”*
- *“Leaders create a caring and happy environment for both children and staff”*
(Ofsted June 2023).

At Queenswell School, we are proud to be a vibrant, multicultural and creative place to work and learn.

This is a fantastic opportunity for an enthusiastic, calm team player who loves a challenge and wants to work in a thriving primary school where every day is enjoyable and different

We wish to appoint a candidate who:

- Can communicate effectively with staff, parents, pupils and visitors
- Remains calm and positive under pressure, is flexible, adaptable and able to multi-task
- Is self-motivated and has personal drive to complete tasks to required timescales
- Is able to work with minimum supervision and as part of a team
- The candidate must have an excellent level of literacy and ICT skills and be committed to safeguarding, confidentiality and promoting the welfare of children in accordance with school policies and GDPR
- Is willing to learn new skills

Why Join Queenswell?

- **Our Children Are Incredible** - Curious, kind, funny and full of potential.
- **Our Staff Team Is Supportive and Dedicated** - We work collaboratively, always putting our children first.
- **A Welcoming, Inclusive Community** - We celebrate diversity and value everyone's contribution.
- **Excellent Location** - Based in the heart of Whetstone, surrounded by green space and easily accessible by Tube and bus.
- **Real Professional Growth** - We are committed to high-quality CPD
- **A Governing Body That Believes in Excellence** - Supportive, ambitious and child-focused.

If you think that you have the skills and high expectations to be part of the Queenswell community, then please apply.

Please email the school office office@queenswellsch.org or on 020 8445 0524 for an application form, job description and person specification.

Queenswell School is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to enhanced DBS check and satisfactory references.

Closing date: Midday on Monday 1st June 2026

Interview date: Monday 8th June 2026