GRAVENEY TRUST

At Tooting Primary School, we are passionate about delivering the best possible outcomes for our children. Our motto is "inspiring excellence" and we strive to fulfill that for every child, every day.

RECEPTIONIST/ADMINISTRATION ASSISTANT

Full Time – 36 hours per week – Term Time only plus 2 weeks

[Actual salary for working 41 weeks per year will be within the range of £28,738 - £29,148, which is based on a full time equivalent salary range of £32,112 - £32,571]

Tooting Primary School seeks to appoint a Receptionist/Administration Assistant to support the efficient running of our school office. This front facing role will provide support to the Office Manager by ensuring the day to day administration tasks are carried out accurately and confidently. Candidates should be adept and confident in multi-tasking within a busy office environment and enjoy working with a variety of the school stakeholders such as parents, colleagues and external visitors.

Previous school experience would be advantageous, as well as evidence of excellent administrative and organisational skills, including a working knowledge of Arbor. This is an exciting opportunity for someone with the relevant experience who is keen to shape and develop their career in a successful school.

Closing date: **Noon, Friday 13 November 2026**
Interviews: **Week commencing 16 November 2026**

Pre-arranged visits are available upon request. Please contact the school office on 0203 700 0790 or via email admin@tootingprimary.org to arrange your visit.

For an application form and further details, please visit www.tootingprimary.org
Completed application forms must be returned to recruitment@graveney.wandsworth.sch.uk

Graveney Trust is committed to safeguarding and ensuring the well-being and safety of staff and students. All our employees, volunteers and contractors share this commitment and we will carry out Enhanced DBS checks for all appointments as well as ensuring that our rigorous pre-recruitment checks are strictly adhered to.

We foster an inclusive culture that promotes equality of opportunity and values diversity creating an environment where the rights and dignity of all members of our community are respected. We promote a culture that allows staff to grow and flourish, regardless of age, disability, gender identity or expression, race, religion or belief, sex, or sexual orientation.

Strictly no contact from agencies. Please respect this request.
Tooting Primary School is part of Graveney Trust