Do you believe every child deserves the opportunity to thrive?

This is an exciting opportunity to join a school where every child, every day, truly matters, and where excellent attendance is recognised as a vital part of every pupil's success.

Tooting has every child, every day at its heart.

As part of the Graveney Multi Academy Trust [MAT] comprising 3 local schools, we are able to utilize the amazing resources and expertise of an outstanding secondary school to offer exceptional training and advancement opportunities.

Senior Administrator

(Specific responsibility for Admissions and Attendance)

Term Time plus 2 weeks [a total of 41 weeks per year - Full time 36 hours per week]
[Actual salary for working 41 weeks per year will be within the range of £29,565 - £30,864 depending on qualifications and experience]

[The salary above is based on a full time equivalent salary range of £33,036 - £34,488 – Grade 4/SP7 - 10]

We are looking to recruit a Senior Administrator to support the efficient running of our school. Your main role will be to support the Office Manager by ensuring that day to day tasks are carried out accurately and confidently. This is an exciting opportunity for someone with the relevant experience who is keen to shape and develop their career.

Ideally you will have Primary school experience and excellent administrative and organisational skills, including knowledge of Arbor. You will have the ability to work in a busy environment and multi-task whilst presenting a warm and welcoming front of house manner. Good communication skills are vital as is the ability to manage and work closely with others.

An information pack, including a Job Description and Person Specification can be obtained from the school's website: www.tootingprimary.org or can be downloaded below. For any further details please contact the school on 0203 700 0790

Completed application forms must be returned to Graveney Trust, electronically to recruitment@graveney.wandsworth.sch.uk or by post to Graveney School, HR Department, Welham Road, SW17 9BU

Closing Date**:** **Noon Friday 6 November 2026**
Interviews: **Week commencing 09 November 2026**

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 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.

Please note that we do not accept CVs and this vacancy is not open to recruitment agencies