

Administrative Assistant

36 hours/ week, Full time - GLPC3 P5 (5-6) actual salary £30,408

St Angela's is a unique and exceptional school rated Outstanding by Ofsted in November 2022. You should consider this post if you are committed to ensure our excellent students are constantly challenged to develop personally as well as academically.

We are seeking a dedicated individual who is looking for a new challenge and would like to join our school office team.

As an Administrative Assistant, you will play a crucial role in ensuring the smooth daily operation of our school office. You will be the welcoming face and voice of the school for parents, visitors, and students, while providing vital administrative support to our teaching and leadership teams.

We Are Looking For:

- Excellent communication and interpersonal skills.
- Strong IT proficiency, particularly with Microsoft Office Suite (Word, Excel, Outlook). Prior experience with school management information systems
- Superb organisational skills with the ability to multitask and manage competing deadlines in a fast-paced environment.
- A positive attitude, high level of personal integrity, and commitment to supporting our school's ethos.

Closing date: 6th November 2026

Interview date: w/b 9th November 2026

Please contact Miss F Murphy St Angela's Ursuline School, St George's Road, Forest Gate, London, E7 8HU.

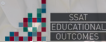
Tel: 0208 472 6022

Email: vacancies@stangelas-ursuline.co.uk

Please note we reserve the right to make an appointment before the closing date.



'St Angela's is an
Outstanding School'
OFSTED



St Angela's Ursuline School, St George's Road, London, E7 8HU

T:0208 472 6022, www.stangelas-ursuline.co.uk

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We are an equal opportunities employer & we are committed to safeguarding & promoting the welfare of children.