



Thames View
Infants



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| <p>Bastable Avenue Barking IG11 0LG Headteacher: Paul Jordan</p> <p>ThamesViewInfants.org Part of the TVI Learning Trust</p> <p>Twitter @TVInfants</p> | <p style="text-align: center;">Administrative Assistant</p> <p style="text-align: center;">8:30am-3:30pm (with 2x30min breaks) - 30 hours per week</p> <p style="text-align: center;">Fixed Term Contract Initially (until 31st August 2027)</p> <p style="text-align: center;">Salary: Scale 3 £21,606- Term Time Only 2027</p> <p style="text-align: center;">Closing date: noon 17th April 2026</p> |
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Are you a team player with an enthusiastic adaptable approach, proactive with a will do attitude, a good communicator committed to exceeding customer expectations and able to demonstrate where you have helped to deliver first class customer service?... Then we want to hear from you.

Our amazing Office Team are the backbone of our School, attuned to its vision and ethos, at the centre of its smooth and effective running. Directors are looking for a talented Administrative Officer, with a strong “front of house” persona, offering a corporate or hotel receptionist-style service, undertaking essential and important administrative roles, in our vibrant, friendly and busy School Office.

About You:

TVI Learning is looking for a warm and welcoming person to join our happy and self-motivated team. You are dedicated to providing exceptional care while demonstrating great pride and attention to detail in your work. You love a vibrant and dynamic environment and being the key person who elevates visitors’ experiences and gets important jobs done. You put people at the heart of every decision you make. You have a distinctive, warm and ‘can do’ personality that makes all our customers feel at home.

About the Role:

The role is an integral part of the School Office Team. Acting as an ambassador for the “first and last” impression of the School, this high-profile position carries a unique responsibility to showcase our values and ethos. Part of your role will be engage with a variety of stakeholders and co-ordinating Families, Visitors, Guests, School and other Professionals throughout the day. They will answer calls politely, quickly and efficiently in the School’s distinct house-style. They will meet and greet customers and professionals. They will always keep the reception area clean and tidy and provide valuable administrative support to the Office Team, undertaking important financial, organisational and administrative functions.

The Person:

Ability to communicate at all levels, including forming positive, nurturing relationships with children. An efficient and friendly manner with a polite telephone voice. Reliable and punctual. Good organisation, customer service & interpersonal skills. Previous proven reception and office experience. An ability to multi-task and receive feed-back in a busy work environment.

Preferred Qualifications and skills:

Candidates must have excellent personal presentation and interpersonal skills. Have strong organisation and time management skills with a high degree of flexibility. Must have a good level of written and spoken English, and a welcoming but assertive and confident manner. Good working knowledge of Microsoft Office is essential.

Prior visits are most welcome and highly recommended. Our website contains good advice about applying for employment at TVI Learning. We strongly recommend that you read the **Being Successful in your Application** section on our website.

Closing date: Noon Friday 17th April 2026.

Please note: due to the expected high response to this vacancy, we reserve the right to close this campaign once we have a suitable pool of applicants, which could be prior to the published application closing date.

To apply: please complete the (a) **Non-Teaching Application Form** and the (b) **Safer Recruitment Form** from <https://thamesviewinfants.org/about-us/about-tvi/vacancies/> at any time. Return both electronically to Kelly.Ager@thamesviewinfants.org (including "Admin Officer" in the subject line). CVs will not be considered. Only new applicants need apply. **We strongly recommend that all serious candidates make an appointment to visit the School in session prior to submitting their application form.**

Thames View Infants was judged as "Outstanding" by Ofsted in June 2024 for the third successive time, and is also a National Support School/National leader in Education. Remaining committed to working within the local family of schools and locally agreed HR policies, Thames View Infants is part of the TVI Learning Multi Academy Trust. We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

TVI Learning- a company limited by guarantee Registered in England: Company Number: 08163191
Registered Office: c/o -Thames View Infants, Bastable Avenue, Barking, Essex IG11 0LG