



'Trust, Restore, Achieve'
VACANCY
Receptionist/ Administrative Assistant

Salary:	APT&C Scale 3 SCP 6 £26,026 per annum
Contract term:	35 Hours per week, 39 weeks Term time only
Contract type:	Fixed Term Contract 1 year in the first instance
Hours:	8am – 4pm (Monday – Friday)

Newhaven School

Newhaven School is a trauma-informed, caring and inclusive community supporting children and young people with special educational needs and mental health needs. We are committed to helping every student feel safe, understood and able to thrive.

About the Role

We are looking for a warm, organised and professional Receptionist / Administrative Assistant to join our busy school office team.

You will be the first point of contact for our school community and play a key role in creating a calm, welcoming and efficient front-of-house service. Working closely with colleagues across the school, you will help ensure the smooth running of daily operations in a fast-paced but supportive environment.

About You

We are looking for someone who:

- Has a calm, friendly and professional manner
- Enjoys working with children, families and a wide range of professionals
- Is highly organised and confident managing competing priorities
- Has strong communication and IT skills (Microsoft Office essential)
- Works well independently but is also a strong team player
- Understands the importance of safeguarding, confidentiality and professionalism
- Experience in a school or busy office environment is desirable, as is familiarity with SIMS (training can be provided).
- Is able to effectively multitask and prioritise competing demands in a fast-paced environment while maintaining accuracy and attention to detail.

What We Offer

- A supportive, collaborative and experienced school office team
- The opportunity to work in a meaningful, purpose-driven environment
- Ongoing professional development and systems training (e.g. SIMS), alongside mandatory safeguarding training and updates
- A school culture rooted in care, inclusion and trauma-informed practice

Why This Role Matters

This is a key role in the life of the school. Your work will help ensure that pupils, families and staff experience a smooth, welcoming and well-organised school environment every day.

Closing date: 28th June 2026
Shortlisting: 29th June 2026
Interviews: 3rd July 2026
Start date: September 2026

For further details about Newhaven School and to download our application form please visit: www.newhavenschool.co.uk (Please note CVs are not acceptable).

If you would like to view the school to get a better idea of us you can arrange a visit by emailing recruitment@newhaven.greenwich.sch.uk.

Newhaven is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All appointments will be subject to a satisfactory Enhanced with Barred List check through the Disclosure & Barring Service (DBS) plus additional pre-employment checks.

Newhaven is committed to the journey of decolonising our school by becoming deeply reflective about our systems, processes and decisions, by sharing our lived experiences in a genuine way that means we have a much better understanding of each other and by developing our staff so that all have equity of opportunity.