

## Job Advert Details

**Post Title:** Admin Assistant with Finance Responsibilities

**School:** Parkway Primary School

**Contract Type:** Permanent

**Contract Hours:** 30 hours per week, 39 weeks per year

**Grade:** e.g., BEXLEY05, 051-054, £29,436-£29,856

**Actual Salary:** £21,098.98

**Position Start Date:** As soon as possible

## About the Role

We are seeking to appoint a friendly, organised and highly motivated Administrative Assistant to join our busy school office team. This is a **term-time only position**, working **Monday to Friday, 8:30am – 2:00pm**

This is a varied role combining front of house reception duties, administration and financial support responsibilities. The successful candidate will provide a welcoming and professional service to pupils, parents, staff, visitors and external agencies while supporting the smooth day-to-day running of the school office.

The successful candidate will support attendance administration, maintain pupil records, assist with SEND administration, support communication systems and undertake a range of general administrative duties.

The role also includes supporting the school's financial processes, including purchasing and procurement, obtaining quotes, raising purchase orders, processing invoices and maintaining accurate financial records in line with school procedures and Best Value principles.

We are looking for someone who:

- Has excellent organisational and communication skills
- Can work calmly in a busy environment
- Has strong IT skills, including Microsoft Office
- Has excellent attention to detail
- Is flexible, approachable and able to work as part of a team
- Has experience of administration and customer service, preferably within a school environment

Experience of school systems such as Bromcom would be advantageous.

This post is a customer-facing position and falls within the scope of the Code of Practice on English Language Requirement for Public Sector Workers. The school has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements.

Please refer to the Job Description and Person Specification for further information.

For an informal discussion about the role please contact Mrs Maria Saich on 02083100176 or [hr@parkway.bexley.sch.uk](mailto:hr@parkway.bexley.sch.uk).

## Benefits

We offer:

- [Local Government Pension Scheme](#)
- Performance Related Progression
- 25 days Annual Leave (rising to 28 after 5 years' service) plus bank holiday entitlement (*pro-rata for part-time*)
- [Employee Assistance Programme](#)
- Effective CPD opportunities
- Collaborative working with other schools
- Excellent ICT facilities
- Opportunities to develop skills across administration and finance

- A welcoming school community committed to inclusion and high standards

## How to Apply

To apply please complete the application form below and submit to [hr@parkway.bexley.sch.uk](mailto:hr@parkway.bexley.sch.uk). Alternatively, applications can be sent to Parkway Primary School, Alsike Road, Erith, DA18 4DP. CVs will not be accepted.

To apply for this vacancy please visit [www.parkway.bexley.sch.uk](http://www.parkway.bexley.sch.uk)

**The closing date for applications is 27.05.2026. Interviews are scheduled for week beginning 01.06.2026. We reserve the right to close adverts earlier than the closing date.**

Only applicants shortlisted for interview will be contacted. References will be requested for shortlisted applicants prior to interview. Shortlisted applicants will be required to complete and return a Self-Disclosure form prior to interview.

Online Searches will be carried out on shortlisted applicants prior to interview. Any concerns will be discussed with candidates at interview. Further vetting checks including an enhanced DBS, incorporating a check of the Children's Barred List, will be undertaken on provisional offer.

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## About Us

At Parkway, we are passionate about helping every child reach their full potential. We provide an enriching curriculum filled with opportunities that empower children to succeed and experience things they may not otherwise have access to. This is an exciting time to join Parkway as we continue to expand our specialist provisions and develop new opportunities for our pupils.

Parkway Primary School is a **unique, one-form entry school** with two specialist provisions:

- ✎ A **Resource Provision** for 40 children with EHCPs whose primary need is **Moderate Learning Difficulties (MLD)**.
- ✎ A newly opened **Resource Provision** for 30 children with EHCPs whose primary need is **Severe Learning Difficulties (SLD)**.

### 💡 Why Join Parkway?

We asked our staff what makes Parkway special, and here is some of what they said:

- ☑ The children – they make every day rewarding!
- ☑ We make a real difference in their lives.
- ☑ A **strong pastoral support network** for both staff and pupils.
- ☑ Supportive **line managers and mentors** who help you thrive.
- ☑ A **healthy work-life balance** is encouraged.
- ☑ A welcoming, friendly school where staff support each other.
- ☑ A **small, community-focused** environment.
- ☑ Fantastic facilities, **spacious grounds, and on-site parking**.
- ☑ **Excellent transport links**, including the Elizabeth Line.

### 📍 Come and Visit Us!

We encourage visits to the school—please contact us to arrange a time that suits you and us.

📺 Take a virtual tour of Parkway Primary: [Click here](#)

**The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**