



West Lodge School

A co-educational prep school for 3-11 year olds

Post Title: School Admin Assistant

Post Location: 36 Station Road, Sidcup, Kent, DA15 7DU

Position Status: Permanent

Contractual Hours: 25 hours per week (08:15am – 13:15pm)

Contractual Weeks: Term time only + 5 days + 28 days' annual leave during school holidays

Salary: £13,520pa

Post Start Date: January 2024

Closing Date: 12:30pm on Friday 1st December 2023

About West Lodge School

West Lodge School is a non-selective independent preparatory school with small class sizes, a reputation for high standards and a family ethos.

West Lodge is an enjoyable place to work where there is an emphasis upon teamwork, which ensures we maintain our friendly and positive atmosphere. Caring for the well-being of the individual, both child and adult, is central to the success of our school.

For further information about the School please visit the school website: www.westlodge.org.uk

Your Opportunity

We are seeking to appoint an organised, enthusiastic School Admin Assistant to join our friendly and supportive Office team. This role is vital in ensuring the smooth running of a busy School Office. We hope to find a candidate with a proven track record of working in an administrative / clerical capacity or with excellent communication and interpersonal skills to support our School Office Manager. Experience working in education is desirable, but this is not essential.

The position is for 25 hours per week (08:15am – 13:15pm) term time only plus 5 days over the academic year for training and end of year tasks.

Visits to West Lodge School prior to submitting applications is recommended.

Benefits include:

- Private Pension Scheme
- 28 days Statutory Annual Leave
- Relevant Continuous Professional Development (CPD) opportunities

Your Application

westlodge.org.uk

Robert Francis BEd (Hons)
Head Teacher
36 Station Road
Sidcup
DA15 7DU

T: 020 8300 2489
E: office@westlodge.org.uk



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To apply for this vacancy please complete the application form, available to download from our website, paying particular attention to Section 4 of the form, to indicate how you satisfy the criteria set out in the Person Specification.

You will also be required to complete and return a Self-Disclosure form with your application. CVs will not be accepted. Applications should be submitted via email to bursar@westlodge.org.uk. Alternatively, paper applications should be sent to West Lodge School 36 Station Road, Sidcup, Kent, DA15 7DU. The closing date for applications is as stated above.

References will be requested for those shortlisted only and prior to interview.

Only those shortlisted for interview will be contacted.

West Lodge School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. As such, all posts are subject to a safer recruitment processes, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school.

West Lodge School is committed to equality and diversity in employment practice and service delivery.



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