



South
Grove
Primary
School

Job Advert: Extended Day Administration Officer

Part-time, 31.5/46.07 hours per week | Scale 4

South Grove Primary School (London, E17)

Are you passionate about making a difference in the lives of children and families?

Do you have excellent organisational and administrative skills?

South Grove Primary School is looking for a highly motivated Extended Day Administrative Officer to join our friendly and supportive team.

Our vibrant, inclusive primary school is set in the heart of London, E17 and serves a diverse community of 480 pupils.

About the Role

You will:

- Take a lead role in coordinating our extended day provision (before/after-school clubs and wraparound care)
- Manage bookings, registers, billing and act as the main contact for parents/carers
- Provide a warm welcome to visitors and support the wider school office with administrative tasks
- Liaise with staff, external providers and ensure our extended day provision runs smoothly and safely
- Prepare reports and contribute to service improvement

What We Offer

- A supportive, experienced and friendly team
- Opportunities for professional development and training
- A well-resourced school environment
- The chance to make a real difference in our school community

How to Apply

For more information and to apply, please visit our school website or contact the school office.

For a confidential chat, call Julie Maltwood on 0208 521 6000.

Email your application to hr@southgrove.waltham.sch.uk.

Or apply via our website.

Visits to the school are very much encouraged and welcomed.

Visit Days: These can be arranged once you have contacted the school.

Closing date: Friday 5th June 2026

Short-listing: Tuesday 9th June 2026

Interview date: Friday 12th June 2026

South Grove Primary School (London, E17) is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All appointments are subject to satisfactory safeguarding checks.

South Grove Primary School (London, E17) is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.