

**BEN JONSON PRIMARY SCHOOL**

Harford Street, London E1 4PZ

Tel: 020 7790 4110

Email: recruitment@benjonson.towerhamlets.sch.ukWebsite: www.benjonson.towerhamlets.sch.uk**Headteacher:** Norma Marshall**Chair of Governors:** Dharmendra Nair

Front of House Administrator

Permanent, Full-Time, Term-Time Only

Scale 3 (subject to job evaluation)

Ben Jonson Primary School is a vibrant, three form entry school for children aged 3 to 11. We are situated close to Mile End Park and a short distance away from the City of London, in the London Borough of Tower Hamlets.

We are seeking to appoint an enthusiastic and highly motivated Front of House Administrator to join our dedicated team.

The successful candidate will have a strong level of administrative experience and a genuine willingness to learn and develop. You will be highly organised, possess excellent interpersonal skills, and thrive in a busy, dynamic environment.

In this varied and rewarding role, you will:

- Be the welcoming face of our school, managing the front desk, handling enquiries, and ensuring safeguarding protocols are followed
- Support attendance and pupil administration in Arbor, including late arrivals and absences
- Provide first-aid and coordinate medical administration for pupils
- Carry out general office duties and support the administration of Breakfast and After School clubs
- Work flexibly and confidentially, supporting the wider school office during busy periods

This is an exciting opportunity to be part of something special as the school continues on its improvement journey.

If you join our team you will be well supported in your career through being part of an excellently resourced school in a beautiful modern building, development opportunities, a knowledgeable governing body, and friendly and supportive staff.

For further details and to download an application form, please visit the school website at

<https://www.benjonson.towerhamlets.sch.uk/vacancies>

Closing Date: 10 April 2026

Interview Date: TBC

Application forms to be emailed to: recruitment@benjonson.towerhamlets.sch.uk

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The post is subject to an enhanced DBS check

