BEN JONSON PRIMARY SCHOOL
Harford Street, London E1 4PZ
Tel: 020 7790 4110
Email: recruitment@benjonson.towerhamlets.sch.uk
Website: www.benjonson.towerhamlets.sch.uk
Headteacher: Norma Marshall
Chair of Governors: Dharmendra Nair

Pupil Data/Admissions Officer

Full-Time (Maternity Cover)
Scale 4, Term-Time Only

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 well-motivated individual.

The successful candidate will be managing and maintaining pupil data, pupil premium, admissions and exclusions. Experience with working with the schools management system (ARBOR) would be desirable. In additional, you should be highly organised with excellent communication and interpersonal skills.

This is an exciting opportunity to be part of something special as the school. 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://benjonson.towerhamlets.sch.uk/our-school/vacancies

Closing Date: Friday 13 November 2026 at 12:00pm
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









