

## Stormont House School Reception & Administrative Assistant

Salary Scale 4

36 hours per week | Term Time + 2 Weeks

£30,824.73 – £32,179.54

**Please note the start time for this role is 8am daily, Monday to Fridays**

This is an exciting opportunity to join the administrative team at Stormont House School, a five-times Outstanding special school.

We offer a diverse and vibrant curriculum tailored to meet the needs of our students, and we expect them to make the best possible progress socially, emotionally and academically. The work of our administrative team is an important part of ensuring that the school runs effectively and that students, families, staff and visitors receive a welcoming and professional service.

We are looking to appoint an organised, approachable and highly professional **Reception & Administrative Assistant** to provide an efficient reception and administrative service and act as a first point of contact for visitors, staff, students and external stakeholders.

The successful candidate will have a varied role including managing reception, responding to calls and enquiries, supporting student attendance processes, maintaining accurate records, assisting with school communications and providing general administrative and operational support.

You will need excellent communication and organisational skills, good attention to detail and the ability to manage a busy workload while maintaining confidentiality. Previous administrative or customer-facing experience is essential; experience of working in a school or education setting would be an advantage.

We are unblinkingly focused on continual improvement, and this position will contribute to our vision of **“Achievement for All in a Unique World-Class School.”**

We serve a richly diverse community and welcome applications from all sections of the community. We are committed to equality, diversity and increasing the diversity of our workforce.

In your supporting statement, please explain **why you would like to join Stormont House School and how your skills and experience make you a strong candidate for the Reception & Administrative Assistant role.**

Stormont House School is committed to safeguarding children. Enhanced DBS checks will be carried out on new employees. In line with Keeping Children Safe in Education guidance, an online search will also be undertaken for shortlisted candidates as part of our safeguarding due diligence.

We strongly encourage applicants to join an informal discussion before applying, to find out more about the school, the role and the team.

**For further information or to arrange an informal discussion, please contact:**

[recruitment@stormonthouse.hackney.sch.uk](mailto:recruitment@stormonthouse.hackney.sch.uk) | 020 8985 4245.



**Application deadline:** 16 October 2026

**Interview date:** W/C 2 November 2026