

Reception and Admin Assistant

Southwark Inclusive Learning Service (SILS)

Dates: Apply by Friday 3rd October 2025,

Start date: As soon as possible

Salary: Grade 5

Contract type: Full time, 5 days a week

Contract term: 1-year fixed term, term time only



Why choose us?

SILS is an alternative education provision for secondary aged learners who are out of mainstream education due to a permanent exclusion or a number of other complex needs.

SILS continues to be a good school (Ofsted, Jan 2024). 'Pupils thrive at SILS, because staff have extremely detailed knowledge of each student and have developed strong caring relationships with them'.

The role

We are seeking an enthusiastic, organised and efficient admin professional to assist with the smooth running of the school office at our key stage 4 London Bridge site.

The successful candidate must have previous clerical / admin experience. They must also have good communication, literacy and ICT skills, and they will be expected to work calmly and efficiently under pressure.

A good understanding of the demands of work within an educational setting is desirable. As well as a good knowledge of SIMS and a sense of humour. We are particularly keen to hear from those with a background of work with young people and their families.

Interested? Please have a read through the job description and application form which is available on the school's website <https://www.silsschools.org/> under Job Vacancies, and do note that only applications submitted on the school's form will be considered.

Closing date: Friday 3rd October 2025, 12.00 noon

Interviews: Week of 13th October 2025

Enquiries: Pele Oladitan, Business Manager on 02075251150, email poladitan@silssouthwark.sch.uk

Address: SILS, 2 Davey Street, London. SE15 6LF. Tel: 0207 525 1150

SILS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment; therefore the successful applicant will be required to undertake an enhanced Disclosure and Barring Service Check via the DBS.