

HR Admin Assistant (0.4)/ Personal Assistant to the Headteacher (0.6)
Southwark Inclusive Learning Service (SILS)



Dates: Apply by 12 noon, Friday 3rd October 2025
Start date: As soon as possible
Salary: Grade 5 & 6 - £32,356 pro rata
Location: Southwark, South London
Contract type: Full time, 5 days per 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 at an exciting point in our journey and wish to appoint an efficient, flexible and organized Personal Assistant to support the Headteacher. The post would suit a candidate who is committed to working in a school environment with secondary aged learners.

Our ideal candidate will:

- Have outstanding organisational skills and the ability to be flexible
- Have a proven track record in a similar role
- Always maintain confidentiality and a high standard of professionalism
- Have excellent administrative skills both written and orally
- Have attention to detail for data entry and ability to work under pressure
- Have good knowledge of Microsoft Office products
- Have excellent interpersonal skills and the confidence to liaise effectively with all members of our school community: students, parents, staff and professionals

In return, we offer you the opportunity to:

- Join a happy, positive environment where hard work and success is recognised
- Access excellent professional development and support
- Work alongside a dynamic SLT and admin team, who are enthusiastic and focused
- Be part of exciting projects and opportunities ahead of us.

Interested? Do have a read through the job description and person specification which is available on the school's website <https://www.silsschool.org/> under Job Vacancies. 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 0207 525 1150, 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.