



# CHERRY GARDEN SCHOOL

41 Bellenden Road, London SE15 5BB **Telephone:** 020 7237 4050

**Website:** [www.cherrygardenschool.co.uk](http://www.cherrygardenschool.co.uk)

**Email:** [admin@cherrygardenschool.co.uk](mailto:admin@cherrygardenschool.co.uk)

**Headteacher:** Kelly Hawker



## Administrative Assistant

### REQUIRED AS SOON AS POSSIBLE

**Salary:** HAY Grade 4 – scp 4 - 9, currently equivalent to £30,654 FTE

*This will be pro-rata 20 hours per week*

*(Working Pattern: 8.30 – 12.30pm, term time 39 weeks per year)*

Cherry Garden is an outstanding community special school that meets the needs of children (2-11 years) with severe and complex needs including autism. We are in a new state of the art building with brilliant facilities and extensive landscaped grounds and it goes without saying the children are amazing. Please check out our Instagram [@cherrygardensch](https://www.instagram.com/cherrygardensch) to see them in action!

We have a child centred, play based curriculum with motivating and fun learning opportunities at the centre of what we do.

Are you:

- A highly skilled professional who is passionate about creating a positive, friendly, welcoming image of the school to both adults and pupils alike,
- Able to work under pressure and to tight deadlines,
- A team player,
- Committed to continuous improvement,
- Skilled in information technology, willing to learn new systems and ways of working.

We, in turn, can offer:

- A friendly and supportive staff team.
- Comprehensive induction and on the job training.
- Continuous opportunities for development.
- An exceptional school environment that is truly special in so many ways.

All Southwark schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, references will be sought and successful candidates will need to undertake an enhanced DBS check and have the right to work in the UK.

An application pack can be found on our website [www.cherrygardenschool.co.uk/vacancies](http://www.cherrygardenschool.co.uk/vacancies) or maybe requested from the School Administration Officer by emailing [hr@cherrygardenschool.co.uk](mailto:hr@cherrygardenschool.co.uk) Applications should be submitted to this email address or posted to Cherry Garden School, at the address above.

**Closing Date:** 9.00am, Monday 12<sup>th</sup> January 2026

**Interview Date:** Friday, 23<sup>rd</sup> January 2026

**CVs are not acceptable – only applications on the official form will be considered for shortlisting.**

If you would like to arrange a tour of our school please email the school at [hr@cherrygardenschool.co.uk](mailto:hr@cherrygardenschool.co.uk)

