



Student Services Officer (School Reception) The London Nautical School

Salary: NJC Scale 4 (£24,279 - £25,614) 1.0 FtE
Start Date: January 2022 – sooner if possible

The London Nautical School is an 11 to 18 Boys' School situated in the center of London on the Southbank. The London Nautical School is a dynamic and progressive school that has high aspirations for its staff and students. With our 650+ students we are a close-knit, warm environment seeking colleagues who value this and wish to contribute to the wider life of our school and community.

We are seeking to appoint an outstanding **Student Services Officer** to run our school reception function – the successful candidate will have

- Excellent administrative skills and experience
- Experience with school MIS systems and MS Office particularly SIMS.net
- Attention to detail
- Excellent communication and organisation skills
- An ability to work as part of a team
- Commitment to the school and our pupils
- Further education qualifications are desirable

35 hrs. per week pro rata 41 weeks per year

Further information:

To obtain a recruitment pack email sbm@Ins.org.uk or visit our website <http://www.Ins.org.uk/Job-Vacancies> or visit Teach Lambeth Website <https://teachlambeth.com>

To arrange a visit to the school, please email sbm@Ins.org.uk

Closing Date for the receipt of completed application forms: Monday 22nd November 2021 at 12 midday

Short listing Date: Tuesday 23rd November 2021

Interview Date: Friday 26th November 2021

How to Apply:

Please send your completed application via email to sbm@Ins.org.uk

Lambeth Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment.

Successful candidates will be asked to apply for an Enhanced Disclosure from the Disclosure and Barring Service.