



Full Time Senior Administrative Officer

Blanche Nevile School

Salary: Scale PO1, Spinal Point 26-28

Contracted Hours: 36 hours per week / 52 weeks per annum

Actual working pattern: 37.50 hours per week / 42 weeks per annum

Monday to Friday 8am to 4pm

Start Date: ASAP

Permanent Contract

Blanche Nevile School for Deaf Children, North London

Blanche Nevile School is an exciting and innovative provision for deaf children aged 3-16. We have purpose-built premises on the sites of mainstream schools (one primary and one secondary) and a skilled team of deaf and hearing staff with a commitment to a bilingual approach (BSL and English). We are an expanding school with increasing numbers on roll.

The post will be mainly based at the Secondary site, with regular times also timetabled at our Primary site.

We are very excited to be introducing this vital new operational post within the school's admin team. It is a varied, interesting and rewarding role, with plenty of scope for Continuous Professional Development (CPD). The role involves working directly with pupils and families, as well as operational finance and HR responsibilities and managing a small office team.

We are looking for someone with:

- Strong problem-solving capabilities, enthusiasm and excellent interpersonal skills
- The ability to adapt quickly and juggle multiple tasks in a fast-paced environment
- The experience to undertake this interesting and varied administrative role, which plays an integral part in the smooth running of the school
- Excellent Microsoft Office skills (Word, Excel, Outlook), with the ability to learn and work with a variety of other software platforms
- Experience of working in an administrative role in an education setting
- Experience of managing a team
- Efficiency and organisational skills
- A commitment to equal opportunities
- BSL skills or a willingness to learn

We offer:

- A friendly, professional and supportive working atmosphere where staff retention is high
- Regular training opportunities including learning British Sign Language (BSL)
- Supportive parents and governors
- A positive working environment with a child-centred approach

Closing Date: Monday 31st August 2026 at 9:00am

Interview Date: Early September - TBC

We would welcome the opportunity to discuss the role with interested candidates. Visits are warmly welcomed by appointment by emailing Julia Chalfen at sbm@blancheneville.org.uk

For further information and an application pack please visit <https://blancheneville.org.uk/about-us/vacancies/> . Completed applications should be returned to sbm@blancheneville.org.uk.

Please ensure all forms are completed at the end of the Application Form.

Blanche Nevile School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed following the validation of two relevant references for the post applied for. Social Media Online Checks will also be carried out on shortlisted candidates. The successful candidate will be required to obtain an enhanced DBS Certificate prior to starting work.