



HUJJAT PRIMARY SCHOOL

School Administrator and Reception Cover

June 2026 or as soon as possible

Pro Rata £16,190- £17,140

Permanent, Term time only (39 weeks per year)

22.5 hours per week. 12:30pm-5:00pm

Dear Applicant

We hope that you will find this information pack helpful.

If you would like to learn more about our school, we would be delighted to answer any questions you may have. Our contact details are in this pack, and we can offer tours of our school site so you can meet our children and staff and see first-hand what we do. Our school website offers much more information about our staff, curriculum and how we work.

Hujjat Primary School is situated in a multicultural, vibrant and diverse community of Harrow, in North West London with easy transport links. We have been thriving since we opened in 2020 and have strong links with our Local Authority. We have a dedicated Trust Board and the school benefits from a strong and committed Senior Leadership Team. Together, we work with the common aim of making our children shine, both academically and spiritually.

We are looking to recruit staff who wish to further develop their teaching skills and professional talents in a warm, nurturing environment. We want practitioners who are confident, self-reflective and who have the energy, passion and skills to make the difference that our children deserve.

If you are hardworking, reflective, resilient, have a keen sense of humour, a passion for improving children's life chances and are looking for a new challenge or somewhere to start your teaching career then we would love to hear from you.



Vision

Our **vision** is to be an outstanding, happy and inclusive school that cultivates our relationship with God by embodying the conduct and teachings of the Prophet (Peace Be Upon Him).

A place where children indulge their intellectual curiosity, develop a love for learning, and build the foundation from which they can grow to become ethical, responsible and inspirational members of society.

'Education is more than what you know, it is who you can become...'

Mission

We will facilitate the well-being and growth of every child's mind, body and character through:

- Nurturing children within a safe and caring learning environment to realise their full potential;
- Providing a broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;
- Facilitating experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene and nutrition;
- Fostering learners who are able to think, question and reflect independently;
- Developing confident, respectful and effective communicators who can express themselves and make informed choices;
- Encouraging positive relationships;
- Listening deeply and accepting every child as a gift from God.

This is accomplished through a values curriculum in accordance with the Islamic philosophy of education. Individuals are encouraged to reflect on the qualities of God and develop the virtues of good character as embodied by Prophet Muhammad (Peace be upon him), thus enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.

Ethos

Our **ethos**, through a broad and balanced core curriculum, is designed to foster intellectual curiosity and outstanding academic achievement, alongside a values-based curriculum that develops the virtues of good character, enabling our pupils to change and develop their knowledge into action, for the benefit of our school, our families, our community and wider society.

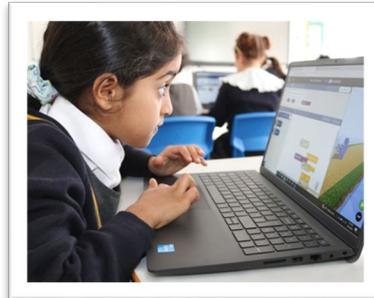
The school promotes universally accepted human values and principles which are British Values but are also the cornerstones of the Islamic faith. This ensures that everyone at our school, adults and children, of all faiths and none, can identify with the same values:

Compassion; Respect; Integrity; Service; Gratitude, Excellence.

Curriculum

Education must be for the holistic development of the individual and of society.

At Hujjat Primary School, our commitment to outstanding academic achievement will therefore go hand-in-hand with the nurture of values, which underpin the development of good character.



Our curriculum will grow mind, body and character through:

- A broad, balanced, vibrant and inclusive curriculum that fosters curiosity and outstanding academic achievement;
- Experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene, nutrition, personal and social skills
- A values curriculum through which we will develop the virtues of good character, enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.



Hujjat Primary School embodies high expectations, high standards, and enables children to extend their learning to engage with local, national and international initiatives which reflects the diversity in our community both within and outside the school.



The Vacancy

We are seeking an experienced school office administrator for a busy school office to provide administrative support for day-to-day office tasks including HR and financial administration. To maintain accurate records, ensuring compliance with school procedures and to support the Senior Leadership team with key operational tasks and a professional and welcoming reception service.

You need to be keen to learn and have a genuinely positive attitude, coupled with excellent attention to detail. You will be trained on all policies, systems and processes, but will come to the role already possessing enthusiasm, drive with a thorough and attentive nature to learning and enjoying working in a team.

If you are professional, with strong IT skills, are a quick learner and have a confident telephone manner and good communication skills, this is an excellent opportunity for you to really utilise your skills and build a rewarding career.

The postholder is required to be flexible in their approach to work and will be expected to cover for colleagues when necessary. They will act as an integral part of the administration team and as such make a contribution to the overall ethos and values of the school, working within agreed policies and procedures.

Working hours are 12:30-5:00pm Monday to Friday. There could be some flexibility for the right candidate

Why join us?

We offer

- A supportive and welcoming team
- CPD, training and opportunities for professional development
- Professional coaching and mentoring
- Education Partnership support for all staff
- Community social events

How to apply

Please apply through the [TES advertisement](#) and completing the online application form application form.

Closing Date 19 April 12 noon.

Interviews week commencing 27 April 2026.

Candidates of all faiths and backgrounds are welcome to apply.

We are unable to sponsor applicants for visas

We hope that the information provided is useful and informative. If you wish to arrange an informal discussion or school tour in relation to the role, please do not hesitate to contact the School Office via email: office@hujjatprimary.org or telephone: 02081899730

Hujjat Primary School

Brookhill Avenue
Harrow
HA36RR

Safer Recruitment

Hujjat Primary School is committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a fair, robust and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates - you can read more about this on our website.

Please note that an online check will be undertaken for any candidates invited for interview and appointments to this post will be subject to satisfactory pre-employment checks including:

- Right to work in the UK
- Health
- Identity
- Relevant work qualification
- Barred List Check
- Disclosure and Barring Service Check
- References
- Childcare disqualification declaration

You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily bar you from employment.

School Administrator and Reception Cover

Job Description

Key Responsibilities

General School Administration

- Provide a professional and welcoming reception service (3.30pm-5:00pm)
- Deliver outstanding customer service to pupils, staff, parents, and visitors.
- Assist the SLT and wider school team with day-to-day office tasks.
- Assist with parent communication and information distribution.
- Liaise professionally with internal and external stakeholders.
- Support the wider office team during peak periods.
- Maintain confidentiality at all times, following safeguarding and data protection standards.

Finance Administration

- Raise purchase orders for authorisation on the finance system.
- Raise invoices for lettings and club providers.
- File paid invoices and financial documents.
- Order resources and liaise with suppliers.
- Manage stationery stock levels and office supplies.
- Reconcile the school credit card statement monthly.
- Reconcile the payments for trips, clubs and trips.
- Support with Lettings, communicating with potential hirers, preparing agreements and invoices
- Support debt-recovery processes for trips, clubs and any other payment

HR Administration

- Maintain confidential personnel files in accordance with GDPR.
- Support induction processes for new staff, including issuing documentation.
- Assist with maintaining staff training, absence and safeguarding records.
- Support recruitment processes (advertising, shortlisting admin, arranging interviews).
- Maintain and update staff information on HR systems and MIS.
- Prepare standard HR letters (e.g. contract changes, absence notifications).

Compliance & Reporting

Support the SBM with statutory returns and data submissions.

Assist with preparing the school census.

Maintain accurate records required for audits and inspections.

Support with policies, risk assessments and other compliance activity.

All Staff will:

Support the aims and policies of the school.

Foster good relations between the school and the community.

Maintain professionalism and confidentiality at all times.

Maintain a culture of robust safeguarding.

This job description will be reviewed as part of the Performance Management Process and may be revised if necessary.

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PERSON SPECIFICATION		
Qualifications	Essential	Desirable
Good standard of education evidenced by GCSEs or equivalent	✓	
Level 3 in Customer Service/Business Administration		✓
Knowledge and Experience		
Experience of working in a busy office with a strong customer service ethos	✓	
Previous experience in school admin or finance/HR environment desirable.		✓
Ability to work effectively within and between teams to achieve common objectives	✓	
Experience of using school systems for data entry and reporting		✓
Strong numeracy and financial administration skills.	✓	
Ability to handle confidential information with integrity.	✓	
Understanding of Safeguarding and keeping children safe	✓	
Understanding of Health and Safety		✓
Understanding of Data Protection and confidentiality		✓
Understanding of Schools Ethos and Value and ability to support the school's Islamic Ethos		✓
First Aid Trained (or a willingness to be trained)	✓	
Skills		
High standards of accuracy and attention to detail	✓	
Excellent written and verbal communication skills	✓	
Extensive IT skills. Competent in Microsoft Office (Outlook, Word and Excel)	✓	
Strong organisational skills with a systematic approach to problem solving	✓	
Excellent time management skills with the ability to prioritise, plan and organise day to day activities ensuring that deadlines and objectives are achieved	✓	
Organisational and time management skills with the ability to multi task within a demanding office environment	✓	
Good interpersonal skills, confident and professional telephone manner	✓	
Effective problem solving techniques	✓	
Excellent customer service skills	✓	
Ability to use own initiative		
Personal Attributes		
A team player with a positive outlook and strong work ethic	✓	
The ability to use own initiative and know when to seek advice	✓	
Acts with professional integrity at all times	✓	
Committed to high standards of quality and seeks to improve systems and processes	✓	
Ability to work under pressure to tight deadlines	✓	
Ability to develop and maintain strong, effective, and professional working relationships	✓	
Flexibility in working hours when necessary	✓	
Flexible and receptive to change		✓
Treat people fairly and respectfully	✓	

Thank you for your interest in this vacancy