



Better Start Centres - North Lambeth Locality Ethelred, Henry Fawcett and St. Stephen's Children's Centres

Administrator Starting November 2025

NJC Scale 4 points 7 - 10
(£30,987 - £32,346 per annum, pro rata)
Full time - 33 hours per week

It's an exciting time to be working in Lambeth Children's Centres, delivering services and support to children aged 0-4 and their families across a local 'Better Start' area.

Lambeth Children's Centres are managed by five lead schools, supported by the local authority. Partnership working with health services, early help and social care, and a wide range of voluntary sector organisations is well established, and ensure that there is a strong offer for Lambeth families.

Henry Fawcett and Better Start North Lambeth need an exceptional person to fill this Administrative role in a happy but hardworking team. We are a fast moving service, constantly improving, with vibrant, committed staff.

We are seeking to recruit an experienced and enthusiastic Administrator to be based at one of our sites in the North Lambeth area. We need someone who is:

- ◆ Highly organised
- ◆ Pays attention to detail
- ◆ Can work well in a team
- ◆ Has excellent interpersonal skills
- ◆ Able to use Microsoft Office
- ◆ High standard of communication, oral and written skills
- ◆ Flexible
- ◆ Can work alone and use initiative

This role is to support our team who are passionate about the role of Children's Centres in improving the lives of young children and tackling inequality and disadvantage. The successful candidate will be provided with training as required for the role.

To obtain a application pack which includes the Job Description, Person Specification and Application Form, please email: recruitment@henryfawcett.lambeth.sch.uk or download the pack directly from our website: www.henryfawcett.org.uk

Please return completed applications to: recruitment@henryfawcett.lambeth.sch.uk

PLEASE DO NOT SEND CV'S AS THESE WILL NOT BE ACCEPTED.

Closing date for the receipt of completed application forms: 5pm on Monday 1st September 2025

Shortlisting: Thursday 4th September 2025

Interviews will be held: Tuesday 16th September 2025 * *Please note we will request references prior to interview.*

Further information:

*Henry Fawcett Primary School and Children's Centre 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. Further information about the disclosure can be found at www.gov.uk/dbs.***

Lambeth aims for quality services and equal opportunities for all: www.lambeth.gov.uk