



Southwark Children and Family Centres
Camberwell and Dulwich

Administration Assistant

12-month Contract (Possibility Of Extension)

36 hours per week
All Year Round

Post Title – Administrator Assistant

Grade: Grade 4 - Scale 4 - 9 (£30,654 – £32,907)

RESPONSIBLE TO: Strategic Hub Lead

PURPOSE OF THE ROLE:

To provide high quality, effective and efficient clerical and welfare support within our busy.

As part of Dulwich Wood Federation, Camberwell and Dulwich Locality is Southwark's largest geographical reach area with the highest population of families with children under five.

The Locality approach grouped Centre's together to form a Hub and Spoke model of services spread across the area to meet the varied needs of children and families from the local communities. Professional staff teams tailor delivery to maximise parenting and child development, working individually in families' homes and to groups of parents and children on site. All staff roles involve significant partnership work and our team of administrators underpin all functions of service delivery.

We are looking to recruit an Administration Assistant to join our friendly team which works at sites across Camberwell & Dulwich.

We are looking for an outstanding candidate who:

- Is enthusiastic and hard-working
- Has good communication skills
- Is able to undertake daily risk assessments so it is safe for babies and young children.
- Can support with marketing of services
- Is capable to carry out data entry

The successful candidate will need to be professional and efficient, have excellent interpersonal skills, a positive outlook and a calm and friendly manner. They will be responsible for the Front of House to ensure that it is run efficiently and effectively and is

presentable at all times. They will have excellent personal skills to actively develop positive, supportive relations with visitors, staff and parents.

We will offer you:

- Support from a skilled and knowledgeable leadership team
- Excellent professional development opportunities
- To be part of an Administration focus group

Camberwell and Dulwich Best Start in Life Family Hub are committed to safeguarding and promoting the welfare of children and young people. We conduct value-based interviews with all posts subject to an enhanced DBS check. We welcome applications from all sections of the community regardless of gender, race, religion, disability, sexual orientation, gender reassignment or age.

To be successfully shortlisted candidates need to demonstrate how they meet the credentials and capabilities as set out in the Job Description.

If you would like to apply for the position

please contact Marcus Lee mlee@dulwichwood.com or 0207 525 2017 for an application pack.

For an application pack, please email mlee@dulwichwood.com

Closing date for applications: 7th April 2026 @ 12pm

Interviews will be held on: 14th April 2026

Please note: We do not accept CV's

Completed application forms should be emailed to Marcus Lee mlee@dulwichwood.com

Posted applications should be sent to: Marcus Lee
Dulwich Wood Best Start in Life Family Hub, Lyall Avenue, London, SE21 8QS