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[www.eastwood.wandsworth.sch.uk](http://www.eastwood.wandsworth.sch.uk)  
Head Teacher: Emma Furlong

## APPLICANT

Receptionist/Administrative Assistant – Fixed Term

18<sup>th</sup> June 2026

Dear Applicant

### **Receptionist/Administrative Assistant – Eastwood – 1 year fixed term contract**

Thank you for your interest in applying for the position of Receptionist/Administrative Assistant at **Eastwood**. Eastwood Nursery is open all year-round childcare provision for children from 8 weeks to 5 years and Nursery provision for children aged 3 and over term time only. We are currently looking to fill this role:

### **DETAILS**

- **CONTRACT TERM – 1 year fixed term contract**
- **25 hours per week**
- **10.15am to 6.15pm Monday to Friday**
- **43 weeks per year**

You can find further information about us on our website. Please visit [www.eastwood.wandsworth.sch.uk](http://www.eastwood.wandsworth.sch.uk).

The first step in the selection process is your application form. Please ensure you read the person specification carefully and provide specific examples to demonstrate how you meet all the shortlisting criteria. Your completed application should be returned to [edn@eastwood.wandsworth.sch.uk](mailto:edn@eastwood.wandsworth.sch.uk).

The deadline for us to receive your completed application is midday on **Monday 6<sup>th</sup> July 2026**

Successful applicants will be invited to an interview on: **Monday 13<sup>th</sup> July 2026**

We advise the candidates to apply as soon as possible and reserve the right to interview before the closing date and the right to close this advertisement if we receive a high volume of suitable applications.

If you have any special requirements to enable you to fully participate in the selection process, please contact me on 020 8876 3976 or by e-mail to [edn@eastwood.wandsworth.sch.uk](mailto:edn@eastwood.wandsworth.sch.uk). Please ensure you provide a contact telephone number where you can be contacted or where we can leave a message.

If you do not hear from us by **Thursday 16<sup>th</sup> July 2026**, you should assume that you have not been shortlisted on this occasion.

We look forward to receiving your application.

Yours sincerely

*Emma Furlong*

Emma Furlong  
Headteacher  
SENDCo



Eastwood Nursery School  
Eastwood Day Nursery  
168 Roehampton Lane  
London SW15 4EU

