

Job Title: School Administrator – Level 1 (JE0445)

School: Colindale Primary School, London Borough of Barnet

Reporting to: Headteacher/Deputy Headteacher/School Business Manager/Office Manager

Salary range: FTE £20,007 - £20,181 Pro rata £17,518 - £17,671

Position: 36 hours per week Mon – Fri Term Time Only (39 weeks)

Start date: February 2018

As the prime initial contact for parents and visitors you will be an enthusiastic individual who is able to effectively deal with a wide range of enquiries both in person and on the telephone. As a member of the School Administrative staff, based in the school office, you will be providing support across a range of clerical processes. You will be capable of processing information quickly, accurately and efficiently both manually and via computerised information systems. If you are seeking a career in school business management this position would represent a great first step for you.

We are a large 3 form entry, multi-cultural primary school in the heart of Colindale in north London, with a 39 place nursery and an additional resource base for pupils with physical disabilities.

Our inspired school building reflects our ambition to work creatively to build a better future for all our pupils, our parents and our staff.

Our children are well behaved, polite and respectful towards each other. They are motivated in their learning and have good relationships and high aspirations. Parents are supportive and keen to work with the school to enhance their children's learning and achievement.

Our strong emphasis on professional development, shared leadership and innovation are at the heart of what we do. We are committed to protecting and promoting children's rights and our commitment to this has been recognised by UNICEF in their Rights Respecting School Award. Our Rainbow values are at the heart of who we are and create a positive environment in which both children and staff strive to be the very best they can be.

Among the wide range of employee benefits available to staff at Colindale Primary School is the use of our own indoor swimming pool.

Staff Testimonials

"It's a special place to be. It makes you want to be the best that you can be."

"Everyone works really well together"

"A school that is just amazing in every way"

"I fell in love with this school pretty much straight away"

Closing date: Midday 21st January 2019

Interview date: 24th January 2019

How to Apply

Application packs can be downloaded from the school website at www.colindale.barnet.sch.uk/school/vacancies/ and should be returned to the school at the address below.

Attn. Mr G Moor (HR), Colindale Primary School, Clovelly Avenue, Colindale, London NW9 6DT

Email: HR@colindale.barnetmail.net