

Job Title: Office Manager (JE0448)

School: Colindale Primary School, London Borough of Barnet

Reporting to: Headteacher/Deputy Headteacher's/School Business Leader

Salary range: FTE £31,731–£35,217 Pro rata £27,784 – £30,837

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

Start date: 1st September 2023

We are seeking an inspiring leader who is able to ensure the school's administrative function runs smoothly, efficiently and effectively. Acting as the key focal point for our parent's interactions with the school you will be a vital link between the school and the local community. You will be capable of adapting to an ever-changing working environment, be able to affect change positively with your leadership skills; and formulate innovative solutions to improve working practices. An empathetic approach to customer services and a diligent outlook, will be essential for the successful candidate.

We are a large 3 form entry, multi-cultural primary school in the heart of Colindale in north London, with a provision for 2-year olds; 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 Gold 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 and enrolment into the Local Government Pension Scheme.

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"

Visits to the school are encouraged. Email visits@colindale.barnetmail.net to arrange.

Closing date: 9:00 am Monday 19th June 2023

Interview date: Thursday 22nd June 2023

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