

Job Title: School Administrator – Level 3 (JE0447)

School: Colindale Primary School, London Borough of Barnet

Reporting to: Headteacher/School Business Leader/Office Manager

Salary range: FTE £29,139 - £30,963 Pro rata £25,515 - £27,112

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

Start date: ASAP

Our school office is a busy and vibrant work place where no two days are ever the same. To thrive in this environment you will need to be able to concentrate on the task at hand whilst also being able to deal with matters going on around you. You will be an enthusiastic team player and know that customer service is at the heart of what we do. Your diligence and methodical approach will ensure the information you process is accurate while your communication skills guarantee all stakeholders receive this information in a beneficial manner.

We are a large 3 form entry, multi-cultural primary school in the heart of Colindale in north London with an additional resource base for pupils with physical disabilities, a 39 place nursery and a thriving 2-year-old nursery provision. 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 are the use of our own indoor swimming pool, enrolment in the Local Government Pension Scheme and a comprehensive Employee Assistance Programme.

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: 9:00 am Monday 26th February 2024

Interview date: Thursday 29th February 2024

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