



Head Teacher: Lucy Rodgers

Deputy Head: Wendy Wayland

17<sup>th</sup> May 2018

Dear Parents

If you have visited the Vacancies page of our school website recently you will be aware that we have advertised for an Office Manager and are now advertising for two Office Administration roles. These vacancies have arisen as a result of a decision taken by the Governing Board to restructure the School Office.

As a school we operate in an environment where financial budgetary restrictions are becoming increasingly common. With strains on our income levels it is important that the school is able to justify its expenditures to ensure every available penny is spent wisely and in the interest of the education of our pupils. Against this backdrop we have, over the last two years, reviewed staffing throughout the school and made changes where appropriate. The restructure of the School Office is part of this process.

The existing office staff were offered the opportunity to apply for/or be assimilated across to one of the newly created office roles. They also had the right to apply for voluntary redundancy and, after careful consideration, they have each decided to exercise this right. Whilst disappointing we respect their choice and thank them all for their dedicated service to Colindale Primary School over many years and their commitment to continued hard work whilst they work out their notice period. They will continue in their existing roles until the end of the school year.

With the process of recruiting staff for the newly restructured office now underway we are anticipating a smooth transition period over the coming months. Once the new office staff are appointed we will inform you of who they are and the roles they will be carrying out, so you will know who you should be directing your queries to from the start of the new school year.

Yours faithfully

Chair of Colindale Primary School Governing Board



Clovelly Avenue, Colindale, London NW9 6DT  
Email: [office@colindale.barnetmail.net](mailto:office@colindale.barnetmail.net)

Tel: 020 8205 8706 Fax: 020 8200 9859  
Web: [www.colindale.barnet.sch.uk](http://www.colindale.barnet.sch.uk)