

ST AIDAN'S

Voluntary Controlled
PRIMARY SCHOOL

Albany Road
London N4 4RR

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St Aidan's VC Primary School
Albany Road, London N4 4RR
Tel: 020 8340 2352
Email: finance@staidansprimaryschool.org.uk
Web: <https://staidansprimaryschool.org.uk/>
Headteacher: Kate Stevens

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Office Manager

Reporting to the Head Teacher

37.5 hours per week, Scale 6 points 18-20 (£35,176.20 to £36,234.79) pro rata term time only + 1 week

St Aidan's Voluntary Controlled Primary is an Outstanding (Ofsted July 2024) one-form entry CoE school in Haringey, north London. We are a happy and welcoming school with a strong network of staff, governors, children and families who work together to make it a 'village school in the heart of London'.

We are looking for a person who:

- has exceptional organisational, administrative and IT skills including experience using Microsoft Office and Google Chrome
- has experience of managing budgets and financial reporting
- is highly organised, proactive, and able to use their own initiative
- has experience of developing administration systems
- has experience of working in a busy administrative working environment and is able to work under pressure (ideally within a school environment)
- is an excellent professional, team player and role model who can lead by example and will support and promote the vision of the school
- is reliable, diligent and will maintain confidentiality

Visits to the school are strongly encouraged. Please read the job description thoroughly and refer to it when applying.

For details and an application pack please visit our website

<https://staidansprimaryschool.org.uk/our-school/work-for-us/>

Closing date and time: Friday 24th January at 9am

Shortlisting: Monday 27th January 2025

Interviews: Wednesday 29th January 2025+

Haringey council is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Any successful applicant will be required to undertake a criminal record check via the DBS before they can be appointed.