



Role: Office Manager

Type: Support Staff vacancies

Salary: Actual Salary Range: £34,329 - £36,948 pa inc. (PO2)

Hours: 36 hours across 5 days for 41 weeks per annum

Contract type: Permanent

School: Raynham Primary School

Address: Raynham Avenue, Edmonton N18 2JQ

Telephone: 020 8807 4726

Email: office@raynhamprimary.org

Roll: 800 pupils

Posted on:

Vacant from: Required Immediately

Closing date: Wednesday 27 November 2019

Interviews and Tasks Date: Week beginning 2 December 2019

Role Profile

Office Manager working 36 hours across 5 days for 41 weeks per year

This is an exciting opportunity to join Raynham Primary School, which is part of the Children First Academy Trust. We are a friendly, warm and welcoming three/four form entry school, with a diverse and mobile population.

We are seeking to appoint an enthusiastic, skilled and committed Office Manager to ensure that all our support staff are managed effectively for the demands of our school.

You will have proven skills and abilities of management, combined with the ability to lead and develop your team to ensure excellent customer service to the school and community.

Further Information

Application packs can be obtained by emailing office@raynhamprimary.org.

The school encourages visits. Please telephone the School Office to arrange a mutually convenient time.

When applying please ensure you meet the criteria set out in the person specification. We are committed to safeguarding and promoting the welfare and safety of our children and expect all staff to share this commitment. All candidates are required to complete the school's 'Keeping Children safe in Education' declaration.