

Edmund Waller
Primary School

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Waller Road
London
SE14 5LY

office@edmundwaller.lewisham.sch.uk
www.edmundwaller.lewisham.sch.uk



School Office Manager

We are seeking to appoint an enthusiastic, efficient and reliable administrator to join our busy school office team. The role will support the school business management function in ensuring that pupils, parents/carers, Senior Leaders, staff and visitors are provided with an outstanding customer service, that encourages effective working and learning.

The job is in the heart of a thriving intercultural primary school, so an enjoyment of working with children in an educational setting is essential. A calm and caring manner is also crucial, as is discretion and the ability to ensure confidentiality at all times.

Outstanding customer service and interpersonal skills are a must. You should be able to deal with a demanding workload, to work flexibly and accurately under pressure within set guidelines and procedures. Experience in using the usual range of standard office and school IT packages will also be fundamental to the post.

The closing date for applications is **Friday, 04 November at 4pm**. Interviews will be held as soon as possible after this date.

Visits are warmly welcomed and encouraged. Please contact the School Office to arrange a visit or to discuss any aspects of the role.

The working hours are 9am to 5pm, Monday to Friday (35 hours per week with a one-hour lunch break) 42 weeks per year.

The position is on Scale S01 (currently £32,868-34,062 pro rata).

The interview will consist of an “in-tray” task and a formal interview.

If you are interested in the position and think you have the appropriate skills and experience, please download the application form from the school website (www.edmundwaller.lewisham.sch.uk), complete, and send it by email to jobs@edmundwaller.lewisham.sch.uk (Please note CVs will not be accepted.)

Edmund Waller Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a Disclosure and Barring Service (DBS) check.

Edmund Waller Primary School is committed to equal opportunities both in the provision of its services and as an employer.

Headteacher: Anne Rennie
Chair of Governors: Arjun Medhi
Business Manager: Gareth Hudson