



Goodrich Primary School

Dunstans Road, East Dulwich, London, SE22 0EP

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Office Administration Manager	
Location:	Dulwich
Contract:	8:00am-4:00pm Monday-Friday Term time plus one week
Salary:	Grade 7 SCP 14-25
Application:	Submit by Sunday 23 rd February 2025
Interview:	WB: 3 rd March 2025
Start Date:	22 nd April 2025

We are a community three-form entry school with a nursery. Our children are enthusiastic and motivated learners that care for each other and are proud of their school. We are focused on creating an exceptional learning environment for our children. Applicants must be enthusiastic, knowledgeable and be committed to working as part of an energetic and friendly staff team.

Principle accountabilities are to be responsible for the provision of an efficient administrative and clerical support function for the school; payroll and personnel function; assist with financial management.

1. To be responsible for the smooth running of the school office.
2. To maintain the various school computerised databases of pupil and staff information.
3. To manage finance and personnel functions and assist with maintenance of financial systems.

Essential Experience:

- Experience of supervising and motivating a team, coordinating and delegating work in a similar environment.
- Considerable experience of using Microsoft software particularly Excel at an intermediate level.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post holder may be required to work outside of normal school hours on occasion, with due notice. All posts are subject to pre-employment checks, two references will be sought and successful candidates will need to undertake an enhanced Disclosure and Barring Services check (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

All of the above checks must have been completed before the start of employment.

The School is an equal opportunity employer and welcomes applications from all sections of the community regardless of race, gender, sexual orientation, religion, social status, or disability.

Please send your completed application forms to: kjames@gemfed.co.uk

CV's will not be considered