



Kate Greenaway Nursery School

Where the Magic of Learning Begins.



Join Our Team at Kate Greenaway Nursery School

Contract:	Permanent, Full time, 52wks/35hrs (part time will be considered)
Salary Range:	SO1/SO2 (depending on experience)
Salary Range:	FTE £40,404 - £41,637 / £42,912 - £44,235
Start date:	Negotiable

The Headteacher and the Governors of Kate Greenaway Nursery School are seeking to appoint a motivated, organised, and proactive Office Manager to join our team. This is a key role in supporting the smooth day-to-day running of our nursery and leading the school office. While previous experience in administration or office management is an advantage, we welcome applications from individuals who are eager to learn, develop their skills, and bring a systematic and methodical approach to their work.

What We Offer

- A nurturing and vibrant school environment that puts children and families at the heart of our work.
- A leadership team committed to staff well-being and development.
- A key role in shaping and improving administrative and operational systems.
- Opportunities for professional growth and to contribute to the wider success of the school.

Who We're Looking For

- An enthusiastic and motivated individual who is keen to learn and grow in an administrative role.
- Someone who is organised, systematic, and methodical in their approach to tasks.
- A person with strong communication and interpersonal skills, and a willingness to develop these further.
- A team player who can work under pressure, adapt quickly, and support others.
- Previous experience in administration is helpful but not essential—we value potential and a positive attitude to learning.

About the Role

This is a varied and rewarding position. You will work closely with the Headteacher and leadership team to keep the school running smoothly.

Application Process & Key Dates

As part of our commitment to safer recruitment and safeguarding, we do not accept CVs. All applicants must **complete the official application form** and return to kategreenaway.eyc@islington.gov.uk

Deadline for applications: **Wednesday, 10 December 2025**

Shortlisting: **Thursday, 11 December 2025**

Interviews: **Week commencing Monday, 15 December 2025**

We warmly welcome visits from prospective applicants. To arrange a visit or to request an application pack, please contact our Admin Team:  kategreenaway.eyc@islington.gov.uk  020 7527 4850

We look forward to welcoming you to our school!

Safeguarding and Equal Opportunities: Kate Greenaway Nursery School complies fully with the DfE Guidance Keeping Children Safe in Education and is committed to safeguarding and promoting the welfare of children. The post holder is expected to share this commitment and comply with all associated internal policies and procedures.

