



EXCITING OPPORTUNITY

Senior Admin and Finance Officer

Elmwood Infant School - Apply by Friday 8 May 2026

CROYDON, CR0 2PL

Salary: £33,012 - £33,987 | Term Time + 2 Weeks

WHY CHOOSE ELMWOOD?



Nurturing Environment

Vibrant, inclusive culture where every team member feels valued and supported in their professional journey.



Excellence Focused

High standards team committed to educational excellence and continuous improvement in all areas.



Career Growth

Professional development opportunities with clear pathways for advancement and skill enhancement.



Collaborative Team

Making a real difference daily through teamwork, shared goals, and mutual support.

YOUR IMPACT & GROWTH OPPORTUNITIES



Financial Leadership

Lead financial operations with modern systems, drive process improvements, and develop expertise in educational finance.



Team Leadership

Mentor administrative colleagues, shape office culture, and build strong stakeholder relationships.



Innovation & Systems

Implement digital communication solutions and streamline parent engagement platforms.



Professional Excellence

Master GDPR and safeguarding standards while ensuring regulatory compliance.

Apply Soon! - Competitive Package & Benefits



APPLY NOW

Deadline: Friday 8 May 2026
Submit your application by 12:00 noon



SHORTLISTING

Monday 11 May 2026
Candidates reviewed and shortlisted
Shortlisted Candidates will be contacted



INTERVIEWS

Week beginning Monday 18 May 2026
Meet the team and showcase your skills



START JOURNEY

Week beginning Monday 15 June 2026
Begin your career at Elmwood Infant School

COMPETITIVE PACKAGE

£33,012 - £33,987 (Pro rata for 41 weeks)

Subject to satisfactory references and pre-employment checks

- ✓ Work-Life Balance (Term Time + 2 Weeks)
- ✓ Professional Development Opportunities
- ✓ Supportive Team Environment
- ✓ Permanent Position Security

— READY TO JOIN OUR TEAM? —

*Join our dedicated team at **Elmwood Infant School** where every day brings new opportunities to make a real difference in children's lives.*



SIMPLE APPLICATION

Download application form from website, complete all sections thoroughly, and submit via email to recruitment@elmwoodinfants.co.uk



CONTACT & VISITS

Phone 020 8689 7681 for questions or to arrange school visits.
School visits are warmly welcomed



INCLUSIVE ENVIRONMENT

Strong commitment to diversity and creating an inclusive working environment for all team members