



ELMWOOD INFANT SCHOOL

Job Advertisement

SENIOR ADMIN AND FINANCE OFFICER

Elmwood Infant School, Croydon, CR0 2PL

Salary:

SCP 13–15 (£33,012 – £33,987 FTE)

*Actual salary: Pro rata for Term Time + 2 Weeks
(41 weeks per year)*

Contract:

Term Time + 2 Weeks (41 weeks)

Hours: Full time

Line Manager: School Business Manager

KEY DATES

Application closing date:

Friday 8 May 2026 (12:00 noon)

Shortlisting:

Monday 11 May 2026

Interviews:

Week beginning Monday 18 May 2026

Proposed start date:

Week beginning Monday 15 June 2026

Appointment will be subject to satisfactory references, completion of all required pre-employment checks, and the availability of the successful candidate following their contractual notice period.

ABOUT ELMWOOD INFANT SCHOOL

Elmwood Infant School is a vibrant and inclusive school where children thrive in a supportive and nurturing environment. Our staff team is committed to maintaining high standards and ensuring that every child receives the best possible start to their education. We are looking for a dedicated individual to join our excellent team and contribute to the smooth and effective running of the school.

ABOUT THE ROLE

Elmwood Infant School is seeking a highly organised and efficient Senior Admin and Finance Officer to provide high-quality administrative and financial support within the school office. This is a rewarding

opportunity for a motivated professional to join a collaborative and inclusive staff team and play a key role in supporting the effective day-to-day running and continued success of the school.

The role requires a strong understanding of financial processes, high levels of accuracy, and the ability to manage office functions within a busy school environment.

The postholder will report to the School Business Manager and will oversee day-to-day office operations, financial administration, communication systems and compliance tasks. The role requires discretion, reliability and high professional standards. We are looking for a confident and committed individual who will contribute positively to the school's operational effectiveness.

KEY RESPONSIBILITIES

- Processing and monitoring financial transactions, including invoices, payments, ParentPay reconciliation and trip income.
- Maintaining accurate financial and administrative records in line with audit and statutory requirements.
- Supporting payroll administration, procurement processes and contract monitoring.
- Leading and coordinating office routines, ensuring efficient workflow and timely completion of tasks.
- Overseeing communication systems including letters, emails, website updates and parent messaging.
- Ensuring compliance with GDPR, safeguarding, data management, and local authority procedures.
- Acting as the senior point of contact within the office and supervising administrative colleagues where required.
- Supporting statutory data returns including school census and workforce data.

HOW TO APPLY

Application forms are available from the school website. Completed applications should be submitted to: recruitment@elmwoodinfants.co.uk

Visits to the school can be arranged by contacting the office on **020 8689 7681**.

EQUAL OPPORTUNITIES STATEMENT

Elmwood Infant School is an equal opportunities employer. We welcome applications from all sections of the community regardless of age, disability, gender identity, marital status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. We are committed to creating a diverse workforce and an inclusive working environment.

SAFEGUARDING AND SAFER RECRUITMENT

Elmwood Infant School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post involves working in regulated activity with children and all safer-recruitment checks will be carried out in accordance with Keeping Children Safe in Education (KCSIE).

THIS POST IS SUBJECT TO:

- An enhanced DBS check with barred list clearance
- Two satisfactory references, including one from the current or most recent employer, which will be verified directly
- Verification of identity, right to work in the UK, and qualifications
- Online and social media checks in line with KCSIE
- Scrutiny of employment history, with any gaps explored during shortlisting and interview
- Overseas police checks where the applicant has lived or worked outside the UK
- Childcare Disqualification declaration, where applicable

- Completion of a confidential health questionnaire

- Successful completion of a probationary period

- Agreement to follow all school policies including Safeguarding, Code of Conduct, Data Protection and Acceptable Use of Technology

All staff are required to undertake regular safeguarding and child protection training. Elmwood Infant School maintains a culture of vigilance and expects all staff to contribute to safeguarding practices.

SAFER RECRUITMENT – APPLICATION FORM REQUIREMENTS

- We do not accept CVs; all applicants must complete the school application form.
- Incomplete forms, including missing employment history or unexplained gaps, may not be shortlisted.
- References will be requested prior to interview in line with safer recruitment guidance.
- Shortlisted candidates must bring original identity documents and qualification certificates to interview.
- Appointment is subject to all pre-employment checks being satisfactorily completed.
- By submitting an application, applicants confirm that all information provided is true, accurate and complete.