

South Haringay School
Pemberton Road
Haringey
London
N4 1BA
Tel 020 8340 2757
www.southharingayschools.co.uk
email: admin@shsharingey.co.uk

Office Administrator (Scale 4)

Required: As soon as possible

Salary: £18,488

Contract type: Fixed term 1 year (maternity cover)

Hours: 36 hours x 40 weeks (Monday-Friday 8.45am-4.45pm)

South Haringay School is a two form mainstream nursery, infant and junior school in the heart of Haringey. The school has a committed and enthusiastic team across its staff and governors who are always keen to welcome new members.

We are seeking to appoint an enthusiastic and committed Office administrator who will work under the direction of our School Business Manager.

The successful candidates will be required to:

- Excellent interpersonal, time management and organisational skills
- Competent IT skills
- The ability to relate well to children and adults and work as part of a strong team
- A commitment to helping children and their families succeed.
- A helpful attitude and is willing to be flexible in a busy office environment
- Able to maintain a calm, friendly and professional approach

Please contact the school for an application pack on 0208 340 7138 or by email:
admin@shsharingey.co.uk

South Haringay School serves a community rich in cultural, ethnic, religious, social and linguistic diversity. We are committed to staff personal and career development.

South Haringay School is committed to safeguarding children. All appointments will be subject to satisfactory background checks, including two references and an enhanced DBS check.

Closing date & time: Monday 5th June, 12:00pm

Interviews: Week beginning Monday 5th June