



Through God's love, we learn, aspire and achieve; we flourish.

Christ Church CE Primary School

Byng Road, Barnet, Hertfordshire EN5 4NS Telephone 020 8440 2198

Email office@christchurch.barnetmail.net

www.christchurch.barnet.sch.uk

Let us love one another,
because love comes from God
and knows God.
1 John 4:7

Your heart will become wise.
Your mind will delight in
knowledge.
Proverbs 2:10

I have come so that they may
have life and have it to the
full.
John 10:10

SCHOOL OFFICE ADMINISTRATOR

From September 2026, the Governors of Christ Church CE Primary School are looking to appoint a School Office Manager to work alongside an experienced Administrator in our school office. This the role is part time for 4 days (28.75h) per week, term time only.

Full-time Equivalent Salary Range (Scale Point 21 -25): Circa £38,359 - £40,572

Actual Salary Range (Scale Point 21 -25): Circa £26,994 - £28,498

Christ Church school is a special place where every child is nurtured and encouraged to flourish and achieve their own "greatness". Together with our families, we pursue excellence in every aspect of school life. We place every child at the centre of learning, personal development and wellbeing, and nurture each individual to achieve their best.

To support us in achieving this, we are looking for someone who:

- Is enthusiastic, friendly and works well as part of a team;
- Someone who holds the best interest of all our children and families as a priority;
- Is able to lead the management of the school office and carry out duties as set out in the job description;
- Has experience of working in a school office or similar setting;
- Is flexible, committed and proactive;
- Has good organisational, administrative and communication skills;
- Is positively assertive, with a genuine desire to make a difference to children and their families.

Our school community offers:

- A close-knit school community where everybody is valued;
- Wonderful, happy, motivated children;
- Membership of a hard-working, supportive, conscientious and friendly team;
- Delightful greenbelt surroundings;
- A supportive Governing Body, who has high expectations and holds the wellbeing of the school community at the forefront of their decision-making;
- A positive, cohesive and caring culture.

If you enjoy working within a school environment and possess enthusiasm, flexibility and patience, we would love to hear from you.

Please note any enquiries about this role, or to make arrangements for a school visit and to submit completed application forms can be done via email to office@christchurch.barnetmail.net. School visits would be arranged with our Head of School, Mrs Harry, for week commencing 1st June 2026.

Application packs can be downloaded from this advert or requested by email office@christchurch.barnetmail.net. Please note that we do not accept CVs. Information about the school is available from the school website <https://www.christchurch.barnet.sch.uk/>.

Closing Date and Shortlisting: Monday 8th June 2026

Interviews: Wednesday 10th June 2026

Christ Church CE Primary School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and we expect all our staff and volunteers to share in this commitment. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974 and shortlisted candidates will be required to declare any convictions, cautions, reprimands, and final warnings that are not 'protected' (i.e., filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (Amendment) (England and Wales) Order 2020. All offers of employment will be subject to an enhanced DBS check, collecting confidential references and, where applicable, carrying out prohibition from teaching checks.