



# CHALGROVE PRIMARY SCHOOL

Chalgrove Gardens, Finchley  
London N3 3PL  
Tel: 0208 349 1798  
Email: [office@chalgrove.barnetmail.net](mailto:office@chalgrove.barnetmail.net)  
Headteacher: Jennifer Gaffney

14 May 2026

<b>Post Title:</b>	Office Manager
<b>Salary:</b>	Grade G FTE £36,585-£40,182
<b>Hours:</b>	36 hours a week, 8am – 4.30pm, term time plus 4 weeks
<b>Starting:</b>	1 <sup>st</sup> September 2026
<b>To whom responsible:</b>	Headteacher

At Chalgrove Primary School, our school office is busy, interesting, fast paced heart of the school and we are looking for an enthusiastic and dedicated Office Manager to look after the office and keep it running smoothly. If you're organised, approachable, solution focused and have a sense of humour, this could be the new role for you.

Working closely with the Headteacher, you'll take the lead on the day-to-day life of our busy office, supporting staff, pupils, and families alike. Experience in a school setting is essential, especially if you're familiar with systems like Arbor and Arbor Finance but just as important is your ability to connect with people and stay calm under pressure.

You'll be first port of call in the office to welcome visitors and parents, dealing with any day-to-day queries, while also being responsible for administration, admissions, personnel, finance and compliance records. An excellent standard of maths, written and spoken English, advanced ICT skills are all an essential requirement. No two days are the same, and full training will be provided. You will also be responsible for managing the office staff and caretaker.

If you're someone who likes being busy, is organised, committed to full school life and approachable and enjoys being part of a wonderful school community, we'd love to hear from you. Visits to the school are warmly encouraged, so please get in touch with the office to arrange a tour.

We are looking for someone who has all the above skills along with:

- Great organisational and multi-tasking skills
- A knowledge of school office procedures to ensure the integrity of all records kept including HR, H&S, financial and compliance records
- Can communicate professionally with a wide range of people including parents, staff and external contractors
- Is trustworthy and discreet with a good knowledge of data protection
- Is an enthusiastic and friendly professional who would like to work as part of a team
- Can help to promote the school through the website and social media
- Is positive, patient and solution focussed
- Is flexible, hardworking and can learn quickly

In return we can offer:

- Friendly staff and pupils
- Supportive parents and governors
- Excellent opportunities for professional development
- Supportive senior leadership team

We are an equal opportunities employer and are committed to the protection of children. We expect staff and volunteers to share this commitment. All applicants will be interviewed in line with our safer recruitment policy and the successful candidate will be subject to an enhanced DBS check.

Please e-mail the school office for an application pack. Completed application forms are to be returned to the school office – [office@chalgrove.barnetmail.net](mailto:office@chalgrove.barnetmail.net)

**We reserve the right to shortlist, interview and appoint to this post prior to the closing date.**

<b>Closing Date:</b>	Midday Friday 29 <sup>th</sup> May 2026
<b>Shortlisting:</b>	Monday 1 <sup>st</sup> June 2026
<b>Interview dates:</b>	from 4 <sup>th</sup> June 2026
<b>Start Date:</b>	1 <sup>st</sup> September 2026