



Saint Jérôme Church of England Bilingual School

Office Manager

8am – 4pm Monday – Friday
35 hours per week - 39 weeks per year (including term time)
Scale SO1 Point 23
£32,523.32 FTE Pro rata £38,256pa

An exciting opportunity has arisen and the Governors of Saint Jérôme Church of England Bilingual Primary School are looking to appoint a highly motivated, organised, professional and caring Office Manager, from 1st September 2026, to lead, manage and develop the administrative systems and procedures in our school.

Working closely with our School Business Manager and managing the workflow and Administration Assistants, the suitable candidate will have experience of working in a school office and knowledge of implementing effective administrative and clerical systems and school admission procedures.

The successful applicant will be enrolled in the Local Government Pension Scheme and have access to up to date technology and the benefit of working in an exceptional environment. The school is also able to offer staff well-being support

The application form should be completed and returned to the school office by **Friday 15th May 2026**. Interview date: **Week beginning 18th May 2026**

Visits to the school are welcomed and should be arranged via the school office with Mrs Karen Smith or Mrs Natasha McCarthy 020 3019 6363 or email: office@stjeromebilingual.org

CVs will not be accepted

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, satisfactory references, online checks and eligibility to work in the UK.

Saint Jérôme Church of England Bilingual Primary School is an equal opportunities employer and reserves the right to withdraw the vacancy should a suitable candidate apply before the closing date.