



Job Advert
Finance and Admin Officer
Grade 07, Points 14-21 (FTE 0.7)
40 weeks per year



**ST. MARY
MAGDALENE**
C of E Primary School

48 Brayards Road,
Peckham
London . SE15 3RA

St Mary Magdalene C of E School is a one form entry school in the heart of vibrant Peckham, in the London Borough of Southwark. As a Church of England school, we pride ourselves in our Christian ethos, values and vision of inspiring lifelong learning. We have strong links with the local Patron Church and other local churches.

The effectiveness of the School’s distinctive Christian vision was rated ‘Good’ in our SIAMS inspection, as well as, our last OFSTED inspection. We have an experienced and supportive Governing Body, Staff and Parents.

We can offer:

- An experienced and dedicated staff team and SLT
- A school with a good family atmosphere
- Kind, compassionate and well-behaved children.
- Support and involvement of parents/carers and the wider community
- A great place to work and learn

We are looking for a Part time (0.7 FTE)/Permanent **Finance and Admin Officer** to join our team in September 2022.

Please see the person specification and job description for more information on the role.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, two references will be sought and successful candidates will need to undertake an enhanced Disclosure and Barring Services check (DBS), evidence of eligibility to work in the UK and evidence of qualifications. All of the above checks must have been completed before the start of employment.

The School is an equal opportunity employer and welcomes applications from all sections of the community regardless of race, gender, sexual orientation, religion, social status, or disability. If you would like to know more please come and visit us. Visits are actively encouraged; please contact the school office to book.

Please send your completed application for the attention of Miss Katharine Rose –HR and Admin Manager and Email: admin@smmsprimary.co.uk

Closing Date: Monday 4th July 2022 at 12.00pm

Interviews: Thursday 4th July 2022

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