



Learning together

School: Oakdale Infants' School
Email: admin@oakdaleinfantschool.co.uk
Address: Woodville Road
South Woodford
London
E18 1JU

Executive Headteacher: Mr Danvir Visvanathan

Head of School: Mrs Louise Ditchburn

LBR Grade 6 Scale point 18-20

Salary: (Actual) £35,520.00 – 36,582.00

36 hrs p.w – term-time plus 2 weeks

46.2 weeks per year

Start date: November 2026

We are seeking to recruit a highly organised, professional, and friendly **Senior Finance & Office Administrator** to join our busy school office team. The successful candidate will play a key role in supporting the school's day-to-day administrative, financial and organisational functions, ensuring efficient operations and providing excellent support to our pupils, parents and visitors.

Closing date for applications: Monday, 28th September (Noon)

Shortlisting: Monday, 28th September

Interview date: Thursday, 1st October

Please return the completed application form by email to: hr@oakdalefederation.co.uk

We do not accept CV's. **Only shortlisted candidates will be contacted.**

We are committed to the safety of our pupils through our recruitment and school practices; all jobs are subject to an enhanced DBS check.