



ST ANTONY'S CATHOLIC PRIMARY SCHOOL

Headteacher: Miss Chantal Pampellonne

Mornington Road, Woodford Green, Essex IG8 0TX

Tel: 020 8504 4706 www.stantonyscatholicps.co.uk

ADMIN & FINANCE OFFICER

36 hrs a week Term time only plus 5 days during the holiday

LBR 6 point 18-20 £32,090.52 - £ 33,053.42 (actual)

Dependent on experience

St Antony's is looking for an Admin & Finance Officer who will be a trusted right-hand to our School Business Manager, helping to ensure our school runs smoothly and that our children benefit from well-managed resources and excellent support.

We are looking for someone who is professional, reliable and warm — a team player, organised, diligent and personable. This role is hands-on and requires strong attention to detail, discretion and the ability to manage competing priorities in a busy primary school setting.

St Antony's is a caring two-form-entry voluntary aided Catholic primary school with nursery based in Woodford Green. We are a values-driven school where "God is at the heart of our school. With the help of our community, we will strive to learn, love and achieve." Our "Be Attitudes" (Be Responsible, Organised, Disciplined, Considerate, Understanding, Humble, Healthy) shape daily life and underpin how we work together.

What we offer

- A supportive, faith-based school community where staff wellbeing and professional growth are valued
- A clear opportunity to influence school systems and make a visible impact on pupil experience and outcomes
- Collaborative colleagues and access to training and development opportunities aligned to our improvement priorities (e.g., data systems, safeguarding, school finance)
- A friendly environment where your contribution helps sustain strong pastoral care and high standards across the school

How to apply

- Application: Please complete the application form available on our website: <https://www.stantonyscatholicps.co.uk/vacancies>
- Return completed applications to: Angela Odunsi, School Business Manager — admin@stantonyscatholicps.co.uk

Closing date: 30th October 2026

Interviews: 5th November 2026

St Antony's is committed to safeguarding and promoting the welfare of children. Appointment will be subject to satisfactory references and an enhanced DBS check.