

Oakdale Infants' School

Woodville Road
South Woodford
London E18 1JU



Learning together

Oakdale Junior School

Oakdale Road
South Woodford
London E18 1JX

School: Oakdale Junior School

Email: admin@oakdalejuniorschool.co.uk

Address: Oakdale Road
South Woodford
London
E18 1JX

Executive Headteacher: Mr Danvir Visvanathan

Head of School: Carley Smith

LBR Grade 5 Spinal 12

Salary: (Actual) £29,213.00

Monday to Friday 08:30 am – 4:30pm

45.3 weeks per year, term-time plus 1 week

Start date: November 2026

We are recruiting a highly organised, professional, and friendly **Finance/Admin Assistant** 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: Friday, 30th October (Noon)

Shortlisting: Monday 2nd November

Interview date: Monday, 6th November

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.