



## **Office Manager - Grade 7 Spinal Column 11 - 14 (Salary £16073 - £17501)**

### **Church Langton Primary School**

**Part time role (35 hours) Mon – Friday 8.30am – 4.00pm – starting as soon as possible**

**Closing date for applications 4<sup>th</sup> September 2020**

An exciting opportunity has arisen at Church Langton Primary who joined Learn Academies Trust in November 2018. Church Langton is a primary school of 210 pupils that is going through some exciting changes and are looking for an exceptional individual to fulfil the role of Office Manager. The post holder will be required to support the senior leadership team in its aims and objectives by ensuring the school administration and office is effective and efficient.

The post holder will also be responsible for day to day human resources matters including recruitment and selection, training logs and the induction of new staff and volunteers. You will be responsible for reporting on staff absence, attendance, maintaining the school diary and overseeing school policies. This post will include pupil administration as well as collation and circulation of information to parents and other stakeholders.

The ideal candidate will have strong administrative experience and will demonstrate Microsoft Office expertise. Excellent spelling, grammar and presentation skills are essential. Working in a busy environment it is essential that you are strong in interpersonal skills, communication and organisation. There will be a need to deal professionally with all of the schools' stakeholders, including pupils, visitors, school governors and parents. This role is suited to someone who has initiative and experience of managing a busy office. Ability to prioritise, organise and to work under pressure are key. Discretion, confidentiality and a diplomatic manner are vital. Experience of using Microsoft Teams, Arbor, Dataplan payroll & PS Financial in an education setting would be an advantage.

If you are looking for a challenging and rewarding role in an improving school then please apply today.

We require the following skills and experience;

#### **Essential;**

- Excellent communication skills
- Education to A-Level or equivalent standard
- Excellent numeracy, literacy and IT skills including Microsoft Office & Excel
- Strong time management and organisational skills, ability to meet deadlines
- High levels of initiative and good problem-solving abilities
- Maths and English GCSE level
- You will need to be friendly, approachable and have high professional standards, with a willingness to show initiative in order to improve practices. Flexibility and a good sense of humour are essential to this role as is being a good team player.

#### **Desirable;**

- School Business Manager CSBM or equivalent
- Experience of working in an academy or school environment
- Experience and use of Arbor & PS Financials
- Accounting and finance skills

Please contact Kully Gill at Learn Academies Trust for an application [kgill@learnat.uk](mailto:kgill@learnat.uk)

**Learn-AT is committed to safeguarding and to promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.**

