

Vacancy for Office Manager Glebeland Primary School

Days: 32.5 hours per week, 39 Weeks per year
Times: 8.30am – 3.30pm Monday to Friday, 1/2 hour unpaid lunch
Venue: Glebeland Primary School with mobility across the Trust.
Salary: Starting point 4 - 8 £12.13 - £12.97 per hour but dependent on experience

Details: We require an experienced, dedicated and professional Office Manager who can work effectively with the partnership schools and central team to deliver a high-quality administration and finance provision. Experience of working within a school administration or equivalent role is important.

The Consortium Trust is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undertake an enhanced DBS check and this may include social media checks.

We can offer:

- Competitive salary
- Full support and training from a wider team
- Wide range of staff benefits
- Extensive Wellbeing support package
- Opportunity for career progression within the Trust
- Personalised performance management

Requirements: We are looking for an Office Manager who has :-

- GCSE grades C/4+ or above in Numeracy and Literacy;
- Good experience and knowledge of Early Years funding
- Strong IT skills, knowledge of Excel spreadsheets
- Good level of numeracy and literacy
- Knowledge of cash handling, banking and financial procedures
- Good knowledge of general office procedures
- The ability to work on your own initiative as well as part of a team
- The ability to prioritise workload
- The ability to be adaptable, discreet and maintain confidentiality
- The ability to remain calm and cheerful under pressure in a busy environment

Desirable but not essential:

- Knowledge of school-based software particularly assessment data and attendance
- Knowledge of maintaining a website
- Experience of working in a school/nursery environment.
- Basic understanding of HR and recruitment procedures

Qualifications: GCSE grade C/4+ or above in Maths and English;
Has a Good level of computer literacy;

Line manager: Academy Head

Training: As Required

Start date: **March 2024**

Closing Date: 9th February 2024

Interview Date: 15th February 2024

For an application form and job description or further information, please contact Mrs Diane Ives at Glebeland Community Primary School on 01502 677354 or at: office.glebeland@bordersprimary.org