



Lubenham All Saints



St Andrew's North Kilworth



South Kilworth Primary

Office Manager

Permanent contract, to start as soon as possible

20 hours per week over 5 days, term time plus 5 training days

Grade 9 pt 19-22 (£27,857-£30,077 FTE) Actual is 0.46 FTE.

Flexible start/finish times

We are seeking to appoint an exceptional individual as Office Manager to lead our admin team across 3 small village schools (Lubenham, St Andrews North Kilworth and South Kilworth Primary Schools). This is a permanent post, 20 hours per week over 5 days. The post holder will be required to support the senior leadership team in its aims and objectives by leading and effectively managing the school office staff, ensuring the school administration and office is effective and efficient.

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 would be an advantage, as would knowledge of financial/accounting systems.

We are looking for someone who has:

- Excellent communication skills
- Line management experience
- Excellent time management and organisational skills, ability to meet deadlines
- Proven numeracy, literacy and IT skills including MS Word and Excel
- High level of initiative and good problem-solving abilities
- You will need to be friendly, approachable and have high professional standards, with a willingness to show initiative to improve practices. Flexibility and a good sense of humour are essential to this role, as is being a good team player

To request an application pack, please email vlingley@learnat.uk

As part of our commitment to Safer Recruitment, references will be taken up prior to interview wherever possible, and this post is subject to a satisfactory enhanced DBS check.

We are committed to equality of opportunity in employment and services.

Deadline for return of applications: 9am, Thursday 1st December 2022

Interviews to be held: tbc