



### **Office Manager**

**Permanent contract, to start as soon as possible**

**37 hours per week over 5 days, term time plus 2 weeks**

**Grade 9 pt 19-22 (£29,782-£32,002 FTE) Actual is 0.88 FTE.**

We are seeking to appoint an exceptional individual as Office Manager to lead our admin team across 4 small village schools (Husbands Bosworth, Lubenham, St Andrews North Kilworth and South Kilworth Primary Schools). This is a permanent post, 37 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 post will require mobility between the 4 schools.

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

Please apply online, via Eteach. Job reference OM-0324

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 and social media screening check.

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

**Deadline for return of applications: 9am, Monday 18<sup>th</sup> March 2024**

**Interviews to be held: Friday 22<sup>nd</sup> March 2024**

