

Vacancy Details Office Manager and PA to the Headteacher



Hours: 37 hours per week.

Pay: Scale 5 point 12 – 17

Contract Type: Term Time, plus five TEDs

Contract Term: Permanent

We reserve the right to remove this advert or close it to further applications at any point during the recruitment process.

Start date: as soon as possible

Age range 3 – 11 Head Teacher – Vanessa Payne

The Governing Board is looking to appoint an effective and efficient Office Manager who will oversee matters relating to administration functions and personnel matters within the school.

The Office Manager will also be the Personal Assistant, enabling the head teacher to be an effective, efficient and innovative leader.

The Office Manager will be responsible for personnel management, some aspects of financial management, line management of office staff and all administrative matters.

The successful candidate will have experience of working within a busy office environment, will have knowledge and experience of personnel management, excellent communication skills, both written and oral and will be able to demonstrate excellent interpersonal skills.

Hagley Primary School is committed to ensuring equality of opportunity for all pupils, staff and parents/carers which is free from discrimination, prejudice or harassment regardless of race, gender, disability, religion or belief, sexual orientation, age and socioeconomic background.

The school's culture strives to continue to develop the inclusion and diversity in which all individuals connected to our school feels proud of their identity and ability to fully participate in all aspects of school life. We feel, as educators, we play a crucial role in eliminating all forms of discrimination that Hagley Primary School recognises exists in society currently.

We promote equality and diversity through challenging any discrimination and educating our pupils across a wide variety of topics without prejudice.

At Hagley Primary School we believe and demonstrate that diversity is a strength to be respected and celebrated by all those connected to our school.

We recognise you may use A.I. tools to help prepare your application. While they can be useful, it's important that what you share about your background, skills, and achievements is accurate and genuinely reflects you. Your true character and value are what we're most eager to see.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check.