



## **ROSEACRES PRIMARY TAKELEY**

### **FURTHER PARTICULARS**

#### **Office Manager Permanent Post**

Band 3 (points: 17-25, £18,672 - £23,111 pro-rata) 37 hours per week

Monday-Friday: 8.30am - 4.30 pm 39 weeks per annum, term time + inset days

#### **The Post: Office Manager**

**Contract: Permanent, pro- rata; with a working pattern of: Monday-Friday: 8.30am - 4.30pm, 39 weeks per annum, term time (38 weeks) + inset days (5 days).**

The head teacher and governors are seeking to appoint a reliable, highly organised and skilled administrator to the post of Office Manager. We are looking for an individual who operates with a high level of professionalism, trust, integrity, and with attention to detail, with personal qualities that complement and support our school ethos. The person must be positive, enthusiastic, hard-working and a team player who is solution focused and able to use their own initiative as well as meet deadlines. It is an interesting and varied role but an absolute key position in the school. The office manager will deal with confidential and highly sensitive information processing HR, payroll, finance and acting as a PA to the head teacher. The person is expected to line manage the office administrator, prioritise the work load, meet deadlines and liaise with a wide range of stakeholders, such as staff, pupils, parents, governors, Trust directors, CEO and others. It is essential that the person is able to maintain a calm, friendly and professional manner at all times.

The post holder will work with a full time office administrator, as well as with the Trust Business Director and Finance Manager. There are opportunities for further professional development both internally as well as across the Trust or with external providers as and where appropriate.

#### **The Candidate**

Essential: reliable, punctual, trustworthy, able to act with integrity and sensitivity, able to use one's own initiative, highly organised, able to prioritise, multi-task and meet deadlines; a positive, constructive attitude, team player and has a sense of humour. Must enjoy working with and for the benefit of children, maintaining a professional, friendly and calm demeanour. Excellent literacy, numeracy, IT and secretarial skills, up to date knowledge of MSWord and Excel.

Desirable: previous experience of working in a school office, good working knowledge of SIMS, PSF, HR/ payroll processing and a first aid qualification. These are not a prerequisite as we are looking for the 'right person'. Full training and support will be provided.

The person would be expected to work collaboratively with the head teacher, whole staff team, Trust Directors, governors and other professionals. Additionally, the person is expected to work in a positive and constructive way with the wider support and teaching team, and where appropriate, able to relate to and support the learning of all pupils where extended learning opportunities occur.

We aim to keep children at the heart of what we are doing. We want our children to develop their curiosity, independence and learning behaviours; believing in themselves so that they achieve; as staff we are role models to the children. Consequently, the head teacher and Trust are seeking to appoint staff at all levels in the organisation who will share this vision and are able to put this into practice on a daily basis.

We aim to create a positive, calm, safe and exciting learning environment where everyone is respected and valued for their contribution, be it staff, pupil or parent. We expect all our staff to support and fulfil this commitment.

### **Professional Development**

We can offer the successful candidate a fantastic opportunity to contribute to the development of our recently opened and expanding school, within our recently formed multi- academy trust (The Learning Partnership Trust). Further opportunities to share and develop best practice across the Trust is also available. All new employees will undergo an induction and probationary period, then annual performance management.

If you would like to have an informal chat about the position then please ask to speak to Isobel Barron (head teacher). Further information and application form can be accessed via the school website [www.roseacres.co.uk](http://www.roseacres.co.uk) or [www.essexschoolsjobs.co.uk](http://www.essexschoolsjobs.co.uk) or by request from the main office.

**Closing date: 14.1.19 noon**

**Interview date: w/c 21.1.19**

### **The Process**

Applications should consist of a completed Essex application form, with an accompanying letter/statement in support of your application. The application should relate specifically to this school and should refer to the person specification matching your skills and experience.

Application forms should be completed in BLACK ink, BLACK ballpoint or CLEAR typescript, and submitted online, or alternatively returned by post or email to the school by the closing date:-

Mrs I Barron

Head teacher

Roseacres Primary School

Roseacres

Bishops Stortford

Herts

CM22 6QY

Email [admin@roseacres.essex.sch.uk](mailto:admin@roseacres.essex.sch.uk). (Please note, if the form is emailed and you are shortlisted you will be required to sign a copy of the application form).

## **The Appointment**

The Trust and staff are committed to safeguarding children. Appointments will be subject to satisfactory references, DBS, and medical checks. The school is an equal opportunities employer.

Please note that it is normal for the Appointment Committee to offer the appointment to the selected candidate on the day of the interview. It is therefore, important that every candidate be ready to give a definite reply in the event of his/her being offered the appointment.