



**Hotspur Primary School**

**Office Manager (Maternity Cover)**

**Grade: N6 £23,398 - £26,822 per annum, pro rata (actual £15,735 - £18,038pa)**

**Contract: September 2018 – April 2019**

**Hours: 30 hours per week, term time only**

Hotspur is a vibrant primary school in Heaton that serves a richly diverse community. We are looking to recruit an experienced administrator to cover maternity leave in our busy school office.

The Office Manager is responsible for and manages the operation and delivery of administrative support within the school; overseeing the day to day running of the school office under the supervision of the School Business Manager.

The successful candidate should be:

- experienced in working in a school office with a comprehensive knowledge of SIMS;
- a brilliant communicator to staff, parents and children;
- highly organised, adaptable and able to work autonomously;
- able to multi-task and prioritise a diverse workload;
- someone with a positive attitude, good sense of humour and enthusiasm; and
- enjoy working collaboratively.

**Working hours:**

Monday 8.45am – 4.45pm

Tuesday 8.45am – 4.45pm

Wednesday 12.45pm – 4.45pm

Thursday 12.45pm – 4.45pm

Friday 8.30am – 4.00pm

Further details of the posts and application forms are available from the school website [www.hotspurprimary.co.uk](http://www.hotspurprimary.co.uk) .

For an informal chat about this post please contact the school office to arrange a phone call with Jennifer Marshall, School Business Manager.

**Closing date:** 3pm Monday 30<sup>th</sup> April 2018

**Interview day:** Wednesday 2<sup>nd</sup> May 2018

We are strongly committed to the safeguarding and welfare of young people. All posts are subject to an enhanced DBS check. As this post involves working with children, vulnerable adults or dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection stage; even if you indicate otherwise.