

## School Office Manager

**Salary:** SO2, £39,186 - £42,403 (depending on experience) plus £2,175 London Weighting

**Hours:** 36 hours per week Term Time plus 3 weeks (42 weeks) pro rata.

**Closing Date:** Friday 12<sup>th</sup> July 2024(Midday)

**Interviews:** Tuesday 16<sup>th</sup> July 2024 (Midday)

**Start Date:** August 2024

We are looking for an office manager for our busy school office. We want to employ an office manager who is looking for a long-term permanent role who will be responsible for the smooth running of the school office. This includes managing a small team of staff. The candidate should be well organised, proactive, and able to meet tight deadlines and have a calm demeanour. Additional training will be given to the successful candidate on the school and Brent systems

### The successful candidate will :

- Experience of working in a busy office environment
- Experience of leading a team
- Excellent written and spoken English and ability to compose correspondence and reports
- Experience of diary management
- Good interpersonal skills
- Be able to work with minimum direction
- Methodical and attentive to detail
- Have the ability to prioritise work schedules, good time management and work well under pressure
- Be an innovative thinker, learner and problem solver
- Be a positive role model, who can lead and motivate others,
- Be flexible and resilient
- Have high expectations of yourself and others
- Have excellent Microsoft office skills
- Be a team player
- Have the ability to develop relationships with staff, children and their families
- Be passionate about improving the life chances of pupils

### We offer:

- Fantastic children who love learning in exciting and innovative ways
- Super staff that care about the whole school community
- Excellent CPD opportunities for all staff
- Commitment to staff well-being.

***OFSTED Inspection (March 2022) staff reported that 'they appreciate how well leaders manage workload. Leaders are approachable and provide timely support, they listen to our views. Teachers said that training is useful and that they welcomed opportunities to share approaches and teaching. There is a strong sense of teamwork among the staff at the school.'***

**We welcome and encourage visits to the school from prospective candidates.**

Brentfield School is committed to safeguarding and promoting the welfare and safety of children. Please contact [hr@brentfield.brent.sch.uk](mailto:hr@brentfield.brent.sch.uk) if you require any extra information or would like to arrange a visit.