

School Office Manager – Hartburn Primary School

Benefits & Grade

K (SCP 27-30) 37 Hours Per Week – Term Time Only plus 15 days

Contract Details

Required from 1st April 2025 or as soon as possible

Permanent role, subject to successful probationary period

Closing Date: Noon 28th February 2025

Interviews: 12th March 2025

Disclosure

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check.

Job Description

Hartburn Primary School is part of the Prince Regent Street Multi Academy Trust.

The successful applicant will:

- Be able to work independently and collaboratively, prioritise effectively and manage multiple tasks whilst working in a busy office
- Have excellent interpersonal and communication skills
- Have excellent organisational skills and a keen eye for detail and accuracy
- Be patient, hard-working, and able to relate well to children

Please see Job Description for more details.

We offer:

- a friendly and enthusiastic staff committed to achieving the best for all pupils
- excellent opportunities for professional development and support through school and within our supportive Trust.
- a strong sense of community and family atmosphere
- an experienced and skilled staff
- delightful children, supportive parents and governors

For an informal chat about the role please contact Chief Finance & Operations officer Ryan Powner, 01642 955883. To arrange a visit to School please contact the School Office 01642 646001.

An application form is available from the vacancies page on our website

Please return your completed application form to: admin@princeregentrust.co.uk