

## **OFFICE MANAGER**

**Location:** John Perry Primary School, Charles Road, Dagenham, RM10 8UR

**E-mail:** office@johnperry.bardaglea.org.uk

**Required:** As soon as possible

**Salary:** SO1 - pro rata ( Actual salary £25,015.36)

**Hours:** 35 hours per week, term time plus 5 days (08.00-16.00)

John Perry Primary School is on a journey of school improvement to Outstanding with improved pupil outcomes at the end of each Key Stage in 2018. As we complete our growth to 3 form entry across the school, we have further opportunities for the right individual to join our team.

We are looking for an experienced Office Manager to take on the responsibility of the daily administration of our primary school. This is an exciting opportunity for a committed professional looking to start, or continue their career in a rewarding new role.

### **Your role:**

- Administrator to the Senior Leadership Team
- Responsibility for HR processes and files
- Line management of the Office Administration team.

### **What we are looking for:**

- A strong administrator with experience of working in a school office environment
- Excellent numeracy, literacy and IT skills, with proficiency in MS Offices and databases
- The ability to remain calm and deal with challenging people in an appropriate manner.

To apply for this job please visit our website on <https://johnperryprimary.co.uk> for an application form and Job Specification.

**Closing date: Wednesday 23<sup>rd</sup> January 2019**

Applicants will be required to complete a 'Disqualification by Association' Applicant Declaration as part of the safeguarding procedure.

**Interviews: Monday 28<sup>th</sup> January 2019**

**John Perry Primary School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.**