



## Vacancy Position

Office Manager and Personal Assistant  
to Principal



### Location

Friars Primary School and Nursery, Constable Way, Southend-on-Sea, Essex, SS3 9XX

### Salary

Range: Level 7, point 21 – 27, currently £32,115 to £37,035 per annum (actual salary pro-rated £29,686–£34,234 actual salary)

Hours of work: 37 hours per week. Monday to Friday – 8:00am to 4:30pm (66 min lunch break), term time only, plus INSET days, plus 3 weeks of school holidays.

### Start Date

As soon as possible

### About the Role

We are looking to appoint a committed, enthusiastic Office Manager & PA to the Principal to join our busy office team. The successful candidate will have excellent written and oral communication skills and be able to communicate with parents, children and colleagues in a positive and helpful way.

The successful candidate may be required to hold a first aid qualification. Training will be provided.

The successful candidate will ideally have:

- Excellent administration skills, working to a high level of efficiency, accuracy and confidentiality.
- Exceptional organisational, communication and IT skills, with experience of working with Microsoft Office Programmes.
- Knowledge of SIMs or other information management system desirable.
- Experience of working in a school setting preferred.
- A flexible, calm, friendly, approachable and professional manner.
- GCSE A-C/equivalent in English and Maths.
- A caring, patient nature.
- The ability to work well within a team and independently.

If you wish to join our friendly and committed team and have a passion to see every child succeed, we would like to hear from you.

**Closing Date:** Monday 3<sup>rd</sup> February 2025

**Interviews:** To be confirmed

We reserve the right to close this advertisement early if we receive a high volume of suitable applications or are able to fill the position faster than originally anticipated.

For further details or an application pack, please contact Mrs Rebecca Sanderson, Portico Academy Trust, Ronald Hill Grove, Leigh-on-Sea, Essex SS9 2JB.

Telephone: 01702 987890

Email: [recruitment@porticoacademytrust.co.uk](mailto:recruitment@porticoacademytrust.co.uk)

**Please include a cover letter with your application form, commenting on how you feel you meet the person specification criteria and providing an insight into your relevant experience.**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and shortlisted candidates should be aware that the school will consider carrying out online searches as part of the due diligence on short listed candidates.

## Application Documents

Support Staff Application Form

Office Manager and Personal Assistant to Headteacher Job Description

Office Manager and Personal Assistant to Headteacher Person Specification

## Application Email

Email: [recruitment@porticoacademytrust.co.uk](mailto:recruitment@porticoacademytrust.co.uk)