

### Office Manager

<b>Start Date:</b>	<b>November 2024</b>
<b>Position:</b>	<b>Full Time, Term time only</b>
<b>Annual Salary:</b>	<b>Scale 5 £26,873 - £28,770 pro rata (pay award pending)</b>
<b>Actual Salary:</b>	<b>£23,493 - £25,152</b>
<b>Hours worked per week:</b>	<b>37 hours per week (Monday - Friday) 8.30 am – 4:30 pm (4 days) &amp; (8:30 – 4:00 pm) 1 x early finish)</b>
<b>Weeks paid:</b>	<b>45.46</b>
<b>Closing Date:</b>	<b>9am on 21/10/24 – but applications will be considered on a rolling basis and early application is encouraged</b>
<b>Interview Date:</b>	<b>25/10/24</b>

The Bilingual Primary School is looking for an experienced Administrator/PA ideally with 2 years' school experience to join its dynamic, enthusiastic and caring admin team to be our Office Manager.

The School offers an innovative Bilingual Education (English/ Spanish) in a primary setting with the aim of providing a love of learning through languages, please look at our website for a flavour of who we are: <https://www.bilingualprimaryschool.org.uk/>

The Office Manager will oversee the efficient running of the office, its systems, processes and procedures and monitor workflow of the office team to ensure priorities are met.

Other duties include: internal & external communications and liaison with stakeholders, oversee all processes and procedures for admissions, attendance and leavers, prepare and submit the school Census, housekeeping of data, maintain the website, school calendar and marketing as required, undertake HR pre-employment administration, ensure all First Aid processes and procedures are followed. The role is demanding, challenging and rewarding and will be an exciting opportunity for someone who enjoys working in a fast-paced and child-friendly environment. A knowledge of SIMS, competent use of Excel and school experience is highly desirable. As a bilingual school, the ability to speak Spanish would both be an advantage but is not essential.

We have a clear commitment to safeguarding and promoting the welfare of children and young people. You will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service (formerly known as Criminal Records Bureau).

Please send your completed application form to [info@bilingualprimaryschool.org.uk](mailto:info@bilingualprimaryschool.org.uk)

For further information please call 01273 916212 or email: [info@bilingualprimaryschool.org.uk](mailto:info@bilingualprimaryschool.org.uk)