

Office Manager

Apply by:	10 October 2024, 9am
Interviews:	Week commencing 14 October 2024
Salary scale:	SO2
Actual salary range:	£33,559 - £35,191
Hours/Weeks:	36.25 hours per week, 40 weeks per year (term time plus 5 additional days and 5 training days, 8am-4.15pm)
Contract Term:	Permanent
Job Start:	4 November 2024

"Pupils are happy and enjoy coming to school. They know that staff care about them and have high expectations."

Ofsted Inspection Report (March 2020)

Carterhatch Junior School is part of the Connect Education Trust and is a three-form entry school based in Enfield. The school is rated as Good by Ofsted, with happy, well-behaved and motivated pupils, eager to learn. Our values of Respect, Responsibility and Resilience are important to us and are firmly embedded in our school life.

An exciting opportunity has arisen for an experienced and enthusiastic Office Manager to join our friendly and welcoming office team.

The successful candidate will be based in our busy and fast-paced office. We want you to join our team if you:

- Have previous office experience (school office desirable)
- Are able to work independently and multi-task
- Are highly organised, reliable, flexible and adaptable
- Have excellent computer skills
- Have knowledge of a school MIS system (would be an advantage)
- Have strong interpersonal and communication skills

The wellbeing of our staff is of paramount importance and we promote a healthy work-life balance. As part of the Trust, we provide staff with wellbeing days, an attendance reward scheme, a cycle to work scheme, as well as giving all employees access to a support hub. We value the hard work and dedication of our staff in creating remarkable futures for all pupils. We are committed to providing high quality, professional development and career progression for all staff.

Connect Education Trust is committed to safeguarding therefore all employees working within the Trust must have the ability to work in a way that promotes the safety and wellbeing of our children and young people. All candidates are required to complete the school's 'Keeping Children Safe in Education' declaration and will be asked to apply for an Enhanced Check from the Disclosure and Barring Service (DBS). In line with recent legislation, applicants must have a command of spoken English that is sufficient to carry out the duties of the role effectively. For posts in regulated activity, this will include a barred list check. Prior to interview, the Trust also requires consent from applicants to carry out online searches of publicly available information, including social media.

We encourage visits and applications from people of all backgrounds and aim to have a workforce that represents the wider society that we serve. We pride ourselves on being an employer of choice. We champion diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued and has a sense of belonging.

Please visit our [website](#) to learn more about Carterhatch Junior School or to submit an application through MyNewTerm.

Visits are warmly welcomed. For further information, please contact

Sharon Hopkins, Office Manager, via email, at carterhatchjun.recruitment@connectededucationtrust.org

