



HARDWICK PRIMARY SCHOOL
Dover Street, Derby, DE23 6QP
Tel: 01332 272249

Office Manager

Age Range: 3 – 11 years

NOR: 576 plus 30 FT equivalent FS1

Start date: asap

Contract: 7.30am – 3pm Mon – Fri, 37 hours week, 41 weeks per year

Salary: Scale E Point 10-14 (£25,545 – £27,334 FTE) (**Actual Salary** – £23,098.27 – £24,715.92)

We are seeking an enthusiastic and committed Office Manager who has the knowledge, skills and drive required to make a difference to the lives of children in our community.

This is a real opportunity to make your mark and contribute to the development of learning in our school.

Hardwick Primary offers an inspiring modern learning environment for children, nurtured by a friendly, enthusiastic and supportive school team who believe our pupils deserve the best and who consistently strive to make improvements to our outstanding school.

We are proud of our school, our pupils, our team and our achievements and have big plans for the future.

Have you the skills and confidence to meet the challenges of this large, ambitious, vibrant, inner-city multicultural school?

We are looking to appoint a creative, experienced and enthusiastic Office Manager with a can-do attitude who:

- Is able to relate, challenge and engage positively with pupils, parents, staff and other school partners.
- Can manage and prioritise a busy working schedule with HR, office and financial demands and deadlines.
- has the ability to reflect on and develop their own practice and that of others;
- is well organised and proactive team player who will make a positive contribution to our school team;

The successful candidate will enjoy:

- happy and enthusiastic children who are keen to learn;
- working with a friendly, dedicated and supportive staff team;
- outstanding facilities in our new (PFI) building;
- a commitment to your professional development.

The post is subject to an enhanced DBS check and pre-employment checks.

Please email your completed support staff application and monitoring form to Mr A Jones, via admin@hardwick.derby.sch.uk.

Closing Date: Monday 15th July at 12 noon. Interviews to take place Wednesday 17th July.

Visits to the school are welcome and can be arranged by emailing admin@hardwick.derby.sch.uk.

DDAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, pre-employment, and Disclosure Barring Service checks. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided

DDAT welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

Please only complete the DDAT application form and DDAT Reference/monitoring forms attached with this advert. Send these to admin@hardwick.derby.sch.uk or post to Hardwick Primary School, Dover Street, Derby DE23 6QP before the closing date. Unfortunately, other application forms or CVs will not be accepted.