**HOLLY HILL PRIMARY AND NURSERY SCH5OL**

**OFFICE MANAGER – NOTTS CC GRADE 5**

Start Date: 1st September 2025

Hours: Full time (35 hours) term time only

Monday-Friday: 8.30am-4.30pm

(Some out of hours work to coordinate supply arrangements will also be needed at times where short notice cover is required, in liaison with other staff members).

Contract: Permanent

The Headteacher and Governors of Holly Hill Primary and Nursery School wish to appoint a permanent Office Manager to join our friendly and dedicated team for a September start.

This role is a great opportunity to work alongside a newly appointed office administrator to ensure that the office at Holly Hill runs efficiently and effectively. We are looking for someone with excellent inter-personal and communication skills who will meet visitors to our school with a warm welcome and a smile. The successful candidate will be expected to deal efficiently with a wide range of communication including enquiries and messages from visitors, parents, students and staff and to engage with parents and families supportively and positively. An understanding of the need for confidentiality and data protection is essential.

This post demands organisation, flexibility, enthusiasm, and an ability to prioritise. It is essential that you can work equally well as part of a team or alone and are able to meet deadlines, using initiative and time management skills. The successful candidate will work closely with the Head Teacher and Senior Leadership team. They will also offer support to all member of staff in relation to pay related issues, absence reporting and budget control within their allocations where applicable. The office manager will be responsible for any Ofsted related record keeping including the Single Central Records and staff personal files. They will also ensure newly appointed staff checks are completed in line with Ofsted regulations.

As the school office will also have a new administrator in September, it is essential that candidates have experience of working in a school office and skills to support the new appointee. Knowledge of general office systems, financial systems in relation to budget monitoring and control, maintenance of database records and understanding of the local authority financial systems is required. They will work with the Finance department at times in respect of budget, banking and maintaining/return of financial records.

This is an excellent and exciting time to join our school.  We believe in supporting and developing all staff, with regular CPD and a forward-thinking, friendly team culture.  We welcome visits to the school and the chance to meet members of the team, as well as the leadership team. All documents for the application pack can be found on the school website here: <https://hollyhillnotts.secure-primarysite.net/vacancies-1/>

Please contact Anne Ellis (office manager) if you would like to arrange a visit to the school or if you have any further questions on 01773 783909.

The school is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced DBS disclosure.

Please submit completed applications to our office by email: [office@hollyhill.notts.sch.uk](mailto:office@hollyhill.notts.sch.uk)

**Please note we cannot accept CV’s as a form of application.**

**Application deadline:** 10am on Monday 2nd June

**Interview date:** Tuesday 10th June – time to be arranged