**Office Manager**

**Limbrick Wood Primary School**

**Grade 4 £25,184–£28,624 (subject to pay award, actual salary £22,414-£25,475)**

**37 hours per week, term time only, plus 2 weeks**

**Fixed Term Contract until August 2026, Start Date ASAP**

**Do you want to be part of something new and exciting in Coventry?**

At Limbrick Wood, our core purpose is to ensure that every child achieves their full potential, and then more. We provide a caring, supportive and challenge rich environment.

Core learning is the foundation of our curriculum, and we place a high emphasis on this. Being confident in reading, writing, and using numbers opens so many doors and gives a child access to the widest opportunities in learning. No matter what ability the child is working at, we ensure they have the right resources, the right level of challenge and the right support in order to develop an absolute love of learning.

We are seeking to appoint a professional and enthusiastic Office Manager to join our team. The successful candidate will organise and manage an efficient and effective administration and financial support role, ensuring a ‘customer’ focus is paramount within the school. The successful applicant will join a growing team of Associate staff who are committed to supporting the teaching staff to ensure that Limbrick Wood students have the best educational “experience” possible. Flexibility is required.

We are part of Finham Park Multi-Academy Trust and as such are committed to designing a 0-19 co-constructed curriculum and working across the child’s whole educational journey.

**Closing date: Tuesday 4th February 2025**

**Interview date: Wednesday 12th February 2025**

Applications are submitted through our Every Candidate Portal. Click the link below to take you directly to the site.

<https://candidates.every.education/Vacancies/Details?advertKey=b0dae19c-9bb2-4223-b604-d5961b3923dc>

Alternatively, you can click on the ‘application form’ on our careers website which will direct you to the application page.

To request any of the documents in an accessible format, or to request an application form via email please contact [apply@finhampark.co.uk](mailto:apply@finhampark.co.uk) or call 02477 180000 and select option 2 for HR.

If you are a new user to our portal, you can click on ‘Register’ to complete your candidate profile. If you want to apply directly for this role and not save your data for any future vacancies, you can click on the ‘Apply Now’ button at the bottom of the Every page.

For further information on this role and other opportunities within the MAT, please visit <https://careers.fpmat.co.uk>

**Finham Park MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  We follow safer recruitment practices and appointments will be subject to an enhanced DBS check.**

**Finham Park Multi Academy Trust requires all applicants to be eligible to work in the UK with no restrictions as we are unable to offer sponsorship/work visas. You will be required to provide proof of Right to Work at interview stage and if you are offered a job position with us.**

**Online Checks**

**In line with KCSIE (Keeping children Safe in Education) 2024 we will complete online searches as part of our due diligence on all shortlisted candidates. If anything is identified as part of these checks they will be discussed with you at interview. If any safeguarding concerns are identified we reserve the right to withdraw your application.**