



Bellfield Primary School

Saxby Road
Kingston upon Hull
HU8 9DD

Tel. (01482) 374490
Fax. (01482) 701524

E-mail: admin@bellfield.hull.sch.uk
www.bellfieldschoolhull.co.uk

Executive Head Teacher – Mr Mark Batty
Head of School – Miss Anna Howard



HCAT – Bellfield Primary School **Office Manager (Maternity Cover)**

Grade 7, Point 20-24 (£30,296 - £33,024 FTE)

Actual starting salary - £26,692.52

37 hours per week, term-time plus 10 days.

8:00am to 4:00pm

(Required from September 2024)

The Executive Head Teacher and Head of School are seeking to appoint an enthusiastic, hardworking, caring and friendly Office Manager to join our school to cover maternity leave.

Be part of a vibrant, dynamic and supportive learning family. We are determined to make a difference, with children at the heart of everything we do.

Bellfield Primary School is a well-established and successful organisation that provides the very best opportunities for staff and children alike. Through our high quality, bespoke CPD programmes, in school support and external training we ensure staff have the environments in which to flourish and progress.

The successful candidate will have:

- excellent organisational skills.
- a warm and empathetic manner.
- high expectations for the children in our care.
- high expectations of themselves and others.
- the ability to communicate effectively with others.
- previous school office experience is desirable but not essential.
- the passion and drive to develop their professional career and gain relevant experience and training were appropriate.
- use their initiative, be flexible and ensure children are safe and happy.

If you would like to arrange a visit to the school, please contact the school and ask for Leah Robinson, Office Manager (01482 - 374490). If you would like an application pack, please contact the HCAT HR and Recruitment Advisor via email on Emily.Mansfield@hcat.org.uk

Closing date: Thursday 6th June 2024 (9.00am)

Interviews: Thursday 13th June 2024

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. This post involves contact with children in a school setting and has safeguarding responsibilities.

As part of our safer recruitment procedures, online checks (including social media) may be carried out by the Trust, through the shortlisting process.

