# Homerton Early Years Centre

**Holbrook Road**

**Cambridge**

**CB1 7ST**

Tel: 01223 508766

 Email: finance@homerton.cambs.sch.uk

Head of Centre: Alex Pearson

**Office Manager**

Homerton Early Years Centre is looking to recruit an Office Manager to work term time only – 35 hours per week in our thriving, friendly Ofsted ‘Outstanding’ Maintained Nursery School. Salary - £22183-£27041FTE

Our ideal candidate will have excellent administrative and organizational skills as well as the ability to support and lead our office team. They will be able to work with the Head and Governors, providing the Centre with personnel and financial support. Please see the Job description for further information on the position.

This role would suit someone who enjoys working as part of a friendly and supportive team, has an eye for detail, the ability to prioritize tasks and work calmly under pressure.

Homerton is a very friendly community school. We pride ourselves in putting the well-being of our children, and their families, at the heart of all we do.

We offer staff excellent support and training. We plan to have a handover period with the current Office Manager to ensure a smooth transition for the person taking on the role.

If you would like to work for us then please visit our website (About Us – Current Vacancies) to download further details of the post.

The closing date is Monday 24 January 2022. Interviews to be held Monday 31 January 2022

If you would like to arrange a visit to the Centre please contact Alex Pearson Headteacher on 01223 508766.

Homerton Early Years Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. New employees will require an enhanced DBS check as well as satisfactory references