



PARKLANDS
HIGH SCHOOL

Parklands High School : An Academy

Southport Road, Chorley, PR7 1LL

Co-Ed Comprehensive with 1114 students on roll. Tel: 01257 264596

www.parklandsacademy.co.uk

Email: admin@parklandsacademy.co.uk

Learn, Respect, Aspire, Achieve

Office Manager

We are currently seeking an experienced and enthusiastic person to join our team.

Required as soon as possible - Full time, 37 hours per week, term time only.

Grade 5 (SCP 6-11)

Salary £18,490.99 – £20,800.39 (£21,968 – £24,054 Fte) depending on experience

Plus an additional annual honorarium of £1800 for the management of First Aid across school, awarded following the completion of a successful training period.

Our friendly but busy office consists currently of 1 full time and 2 part time receptionists. You will be responsible for the efficient administration of the school office, including line management of admin/reception staff, management of governor records, supporting the head teacher in his role and other miscellaneous duties.

The First Aid role includes but is not limited to, training as a first aid colleague, managing the booking of training for other first aid colleagues in school, keeping student first aid details up to date, as well maintaining stock of first aid supplies, and keeping relevant first aid policies up to date.

You will receive comprehensive support from your colleagues within the administration team.

Parklands High School is a popular, over-subscribed and high-achieving school and our staff benefit from a friendly atmosphere, access to the UK's leading provider of corporate healthcare cash plans provided by UK Healthcare, out of hours access to our brand new gym facilities as well as other local discounts!

If you require more information regarding the role, please contact school business manager, Michelle Curtis, by telephone or email (mcurtis@parklandsacademy.co.uk).

Candidates should complete an electronic application form, available from the school website (paper copies are available on request), along with a letter of no more than 2 sides of A4, in which you outline your experience and suitability for the position. Electronic applications available from the school website should be returned to the email address hr@parklandsacademy.co.uk.

Closing date for applications: 12 noon 3rd January 2023

Interviews to be held week commencing 16th January 2023

Please note, we reserve the right to withdraw this vacancy at any time and regret we are unable to contact individual applicants who may be unsuccessful. Parklands High School is committed to safeguarding and promoting the welfare of its staff and pupils and expects those working at the School to share this commitment. Applications from ethnic minority candidates and other diverse groups are welcomed. The successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service as well as qualification and reference checks. Copies of our Recruitment and Selection policy are available from HR@parklandsacademy.co.uk