



Westcott Primary School

'Inspiring independence and a love for learning'



Westcott Street
Kingston upon Hull
HU8 8NB
Telephone: 01482 783576

Email: admin.westcott@hcat.org.uk
Website: www.westcottprimary.org.uk

Office Manager

Grade 7, Point 20-24 (£28,371 - £31,099 FTE)

£24,920.48 – £27,316.69 actual salary

37 hours per week, term-time plus 5 days.

8:00am to 4:00pm

Permanent contract

Required as soon as possible

The Executive Headteacher and children of Westcott Primary School are seeking to appoint a creative, resourceful, friendly and committed Office Manager. The post involves taking responsibilities for school administration and some facilities management & human resources responsibilities.

Westcott Primary School is part of the Hull Collaborative Academy Trust and is a dynamic learning community which welcomes all. We work in close partnership with parents and the wider community to nurture and support all our children to become healthy, independent, successful and caring citizens in a multicultural and fast-changing world. Our community is a place of safety where firm boundaries guide and support; where care and respect build self-esteem and self-belief; and where high expectations create a gateway to lifelong learning, soaring aspirations and brighter futures.

We are seeking to appoint a person who can demonstrate the following:

- Excellent organisational skills
- A person who is warm and empathetic
- Has high expectations for the children in our care
- Somebody who has high expectations of themselves and others.
- Someone able to communicate effectively with others.
- Previous school office experience is desirable but not essential.



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In return we offer:

- Amazing children who love to learn and are committed to their community.
- Staff and Trustees who are committed, up for a challenge and excited about the future, and who care about the children that they teach.
- A school community that is keen to learn and be the very best that they can.

Visits to the school are encouraged and can be arranged by contacting the school on: 01482 783576.

If you would like any further information please contact Louisa Waldron (Head of School) at Louisa.Waldron@hcat.org.uk

Please contact the HCAT HR & Recruitment Advisor for an application pack via email on Emily.Mansfield@hcat.org.uk

Closing Date for applications: Friday 27th January 2023, at 12.00pm (noon)

Interviews: TBC

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.



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