



William Westley C of E Primary School

Mill Lane, Whittlesford,
Cambridge CB22 4NE
Tel: 01223 832176 Fax: 01223 495569
E mail office@williamwestley.cambs.sch.uk
Website: www.williamwestley.cambs.sch.uk

Headteacher: Mr Andrew Westcott
Deputy Headteachers: Mrs Lisa Perry and Mrs Cath Slattery

Vacancy for Office Manager

Hours of work: 35 hours per week (Monday to Friday 8.30am to 4.00pm)

Salary: Term time only - (within the range £27,711 to £32,654 FTE) –dependent upon experience.

We are looking to appoint an Office Manager to provide a welcoming and effective first point of contact for all visitors and callers and to provide excellent administrative support to our Headteacher and teaching staff. Excellent communication skills and sensitivity to the needs of all our school community are essential. You will be well supported and appropriate training will be provided.

The successful candidate must:

- Have a welcoming 'front of house' manner, be friendly and approachable
- Have respect for confidentiality and security
- Have excellent telephone skills
- Have good ICT skills and typing skills
- Have excellent communication and organisational skills
- Be flexible with the ability to work under pressure and manage time effectively

Experience of working within a school office environment would be a benefit, however training will be provided.

This is an exciting opportunity to join a dedicated, hardworking, friendly team and make a highly valued contribution to school life.

Closing date for applications is **9am Friday 31st January 2025**
(We reserve the right to withdraw this advert at any time.)

You are encouraged to visit our school and discuss the post with our Head Teacher in more detail. To enquire about available dates and times to meet, and to obtain an application pack, please contact the School Office: office@williamwestley.cambs.sch.uk
Completed application forms together with a covering letter outlining your interest and suitability for the post should be submitted to: office@williamwestley.cambs.sch.uk

William Westley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an Enhanced Disclosure and Barring Check.

<http://www.williamwestley.cambs.sch.uk>

