



Head Teacher: Mr Lee Smith

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December 2024

Dear Applicant,

OFFICE SERVICES MANAGER
(PART-TIME/FIXED TERM/TERM TIME ONLY)

Grade 6 £26,409 - £29,093 p/a pro rata, term time only
(22.5 hrs a week/39 weeks/45.05 paid weeks)

Thank you for your interest in our post for a part-time Office Services Manager. This is a part-time, fixed term post, working 22.5 hours per week (8am-4pm), across 3 days (Mondays, Thursdays and Fridays), within one of our school offices, though this could be to work across both of our school sites when required. We require someone to start as soon as possible and the vacancy would be fixed-term until the end of August 2025 in the first instance, after which point it will be reviewed. Whilst the role is part-time, there may be scope in the near future to extend working days and hours, for the right candidate. Please find enclosed a job description, person specification and application form.

If you are looking for a challenge in a busy school office where no day is the same, with a variety of tasks and a friendly office team, then we want to hear from you. Our school is moving forward in many areas and offers many personal growth opportunities and a chance to be part of exciting new developments.

We are looking for an efficient and business-focused individual, who holds a professional disposition.

We can offer you:

- A true sense of belonging, where everyone's voice matters and where all are given opportunities to get involved in our journey forward.
- Committed staff who show genuine care for the school, its children and our families.
- Access to support, networking and regular training.
- A passionate and future focussed senior leadership team who are open to new ideas and who are committed to making a difference.

The role includes a range of administrative duties in relation to HR, health & safety, attendance, finance, procurement and marketing. Applicants should be qualified with a Level 3 Business Administration qualification or equivalent. Experience of previous employment working within schools would be helpful, though not essential. Your application form should outline the experience you have working within education and any strengths and skills you feel you could offer the school.

Please note that completed applications will be reviewed as and when they are received and interviews will be arranged directly with any successfully shortlisted candidates. All applications should be sent by email to office@victoria.staffs.sch.uk. If you do not hear back from us within 5 days of sending your application, please assume you have not been successful on this occasion.

The school is committed to promoting the welfare and safeguarding of all children and therefore expect all staff and/or volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service, which will require all applicants to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in their application form. In addition, shortlisted applicants will be subject to an online search (including social media) as part of the school's due diligence in line with KCSIE (Keeping Children Safe in Education).

We look forward to hearing from you.

Yours sincerely



Mr L Smith
Headteacher