



Head Teacher: Mr Lee Smith

Telephone: 01283 247420

E-mail: enquiries@victoria.staffs.sch.uk

August 2024

Dear Applicant,

OFFICE SERVICES MANAGER
(PERMANENT/TERM TIME ONLY)

Grade 6 £25,445 - £27,803 p/a pro rata term time only
(37hrs a week/39 weeks/45.05 paid weeks)

Thank you for your interest in our post for an Office Services Manager. This is a full-time permanent post (37 hours per week) to work within one of our school offices, though this could be to work across both of our school sites when required. 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 should be returned to school by **9am on 27th September 2024** by email to office@victoria.staffs.sch.uk. Interviews are to be confirmed nearer the closing date. This post is to start as soon as possible.

We look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L. Smith'.

Mr L Smith
Headteacher

