

**Office Support Manager Level 3+ Grade 7  
£27,803 - £31,364  
Required from May 2024**

**Permanent 37 hours 52 weeks per year**

Dear colleague,

Thank you for your interest in our Office Support Manager's post. This post is a new role that has been created following the announcement that our long-standing Bursar, responsible for business operations, is about to retire. It is intended that the new role will work in tandem with myself, and at relative distance from the front face of the school most of the week, to support operations across our school.

We can offer you:

- A warm, welcoming team environment, 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
- Time and space to work away from the busy school office environment so you can get on with your job without distractions
- Some flexibility and the capacity to work off-site on occasion, accessing essential files and information remotely.
- 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, recruitment, finance, procurement, health and safety and facilities.

If you are keen to join a team committed to working together to improve the life-chances and experiences of our pupils you are strongly encouraged to apply. We are embarking on an exciting journey forward and we are looking for someone who wants to play an integral part in making things happen. Please submit the application form with a covering letter, outlining the skills and experience you could bring to the role,

We would encourage prospective applicants to come and have a look around the school, where there will be a chance to meet with myself and see the school site. Please contact the school office on 01283 247400 to make an appointment.

"This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment"

Headteacher: Mr L Archer  
Dale Street, BURTON UPON TRENT, Staffordshire, DE14 3TE  
01283 247400

[office@christchurch-burton.staffs.sch.uk](mailto:office@christchurch-burton.staffs.sch.uk)





This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

To apply for this post please download the application form.

Closing Date: **Wednesday 21<sup>st</sup> February 2024 at noon**

Possible interview Date: **Tuesday 27<sup>th</sup> February 2024**

Please email your completed application form to [bursar@christchurch-burton.staffs.sch.uk](mailto:bursar@christchurch-burton.staffs.sch.uk)

We look forward to hearing from you.

Yours sincerely,

Mr L Archer  
Headteacher

Headteacher: Mr L Archer  
Dale Street, BURTON UPON TRENT, Staffordshire, DE14 3TE  
01283 247400

[office@christchurch-burton.staffs.sch.uk](mailto:office@christchurch-burton.staffs.sch.uk)

