



**The Community College Bishop's Castle,
Shropshire SY9 5AY**

Headteacher: Mr R Thorley

Tel: 01588 638257 www.ccbcschropshire.com

Office Manager

37 hours per week, term time plus 5 PD Days

Permanent—Grade 8 £16.62 per hour = £27,457 gross salary

Required early January 2026

We are seeking a highly organised and proactive School Office Manager to join our dedicated and experienced administration team and lead the daily operations of our school office. This is a new and exciting pivotal role which involves overseeing all administrative functions across the College, ensuring smooth and efficient support services, and maintaining the highest standards of confidentiality.

As the Office Manager, you will be responsible for line managing administrative staff, coordinating planning and development of support services, and ensuring timely and accurate submission of key information to the Senior Leadership Team, PA to the Headteacher, School Bursar, Governing Body, and external agencies such as the Department for Education (DfE).

Closing date: 12 noon, Thursday 13th November 2025

Interview date: Thursday 20th November 2025

Application forms and further information are available by email from Rebecca.newbold@ccbcshropshire.com or by telephoning Mrs R Newbold, Headteacher's PA on 01588 638257.

This College will safeguard and promote the welfare of students and expects all staff and volunteers to do the same. If you are successful, a DBS check will be undertaken.

'To succeed, to care, to inspire'