



Executive Headteacher – David Bertwistle

head@dvsf.w-sussex.sch.uk

We are looking for an  
**OFFICE MANAGER**

to join our busy school office  
Monday to Friday 8.30am – 3.45pm (33.75 hours/week)  
Grade 5 (£24,294-24,702 pro rata), to be reviewed after 6 months  
Term time only.

We need a **well-organised** and **flexible** person  
with **outstanding inter-personal skills**  
to provide vital administrative support for our school in the office. Previous school office  
experience and a working knowledge of Bromcom would be desirable.

Our small school is set in a beautiful South Downs village  
and is part of the Downland Village Schools Federation.

The following tasks are typical to the day to day running of the admin office:

- Greeting visitors, answering telephone and email enquires
- First point of contact for parents, governors and visitors
- Recording pupil information on Bromcom and attendance checking
- Managing the school diary
- First aid support
- Supporting the members of the team
- Opening and redirecting post
- Liaising with other Office staff in the federation

### Person Specification:

Rake C E Primary School	Compton & Up Marden C E Primary School	Rogate C E Primary School
London Road	School Lane	School Lane
Rake, Hampshire	Compton, Chichester	Rogate, Petersfield
GU33 7JH	PO18 9EZ	GU31 5HH
01730 892 126	02392 631 900	01730 821 329
office@rake.w-sussex.sch.uk	office@cuprimary.school	office@rogate.w-sussex.sch.uk

<b>Skill</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>		
Experience working in a school		X
Experience using schools systems (Bromcom)	X	
First Aid qualification		X
<b>Skills and abilities</b>		
Ability to work as part of a team environment	X	
Strong inter-personal skills	X	
Exceptional communication skills with pupils, staff and parents	X	
Be able to use Microsoft office and Teams confidently	X	
Ability to format letters	X	
Ability to work accurately, paying attention to detail	X	
Ability to work independently and use initiative	X	
Excellent literacy skills	X	
<b>Personal Qualities</b>		
Enthusiastic	X	
Professional	X	
Reliable, honest and trustworthy	X	
Respects confidentiality	X	
Flexible	X	

**Visits to our school are recommended - please ring 01730 821329 for an appointment.**

**Closing date – Friday 5<sup>th</sup> April**

**Interviews – Friday 26<sup>th</sup> April**

**Start date – Monday 3<sup>rd</sup> June**