**Water Leys Primary School**

**School Officer Manager Post**

**FTE Salary= Grade 9**

Actual hours of work negotiable and can be either full-time or part-time for the right candidate

Term time plus 3 additional weeks contract- 42 week contract

Closing Date: 2nd December 2024

Interview Date: 4th December 2024

Following the retirement of the current post-holder, we invite applications for the role of School Office Manager. Water Leys Primary School is situated in Wigston, Leicestershire. Our CARE values permeate all aspects of our school. The successful candidate will work in a thriving school and be supported by our Senior Management Team and two additional office staff as we continue to provide the very best education for our pupils.

We are looking for a unique person who can join our team as soon as possible. Our current post-holder is retiring in December 2024. We are seeking a School Office Manager who can bring skill and expertise and who understands the positive impact that the School office can have in a successful primary school.

Our school was rated as “Good” by Ofsted in April 2024 and we were delighted to have so much great practice and care highlighted which supports the children and families who are part of our community. Our vision at Water Leys is: “Working together, learning forever!” Our CARE values of CARE, Collaboration, Aspiration, Resilience and Enquiry are central to all we do. We believe that knowing pupils and their families is vital.

As our School Office Manager, your office is that vital first point of contact for parents, carers and visitors which makes your appointment central to our school’s continued success.

The School Office Manager we appoint will need to use their initiative and skill in supporting the school to maintain the learning environments we currently have.

The ability to be creative and to think strategically is critical. You will need excellent interpersonal skills and will have line management responsibilities for our office staff. You will play an important role as part of our Leadership Team. You will be focussed on making sure that together we make the most of every penny we have to improve outcomes for all of our wonderful pupils.

Our staff team are friendly and supportive and there will be training and handover support depending on identified need.

If, after reading the job description and person specification, this role is something you are still interested in, we would be delighted to receive your application.

**Interested candidates are also invited to make an appointment to visit our wonderful school. Alternatively, please make an appointment to speak to have a confidential chat with myself, the headteacher, Mark Westmoreland.**