**Job Advert**

\*\* Due to safer recruitment practices please apply for this role via <https://www.greater.jobs/towns-organisations/salford/> \*\*

At Moorside community Primary School ‘Team Moorside’ work together to provide the best opportunities for all children to achieve and grow. We are seeking an individual who shares our vision and commitment to ensuring the very best for every child. Our mission is “To go further than we thought possible, To run faster than we hoped, To reach higher than we dreamed, To be the best that we can be”.

The Governing Board have an exciting permanent opportunity for a talented Administrative Manager who is looking to further develop their skill set; and be part of an innovative and forward-thinking Senior Leadership Team. This role would be suited to someone who is strategic, proactive, and keen to work as part of a strong team.

We are looking for a dedicated School Operations Manager to support our dynamic and forward thinking senior leadership team in achieving an ‘Outstanding’ provision for our children. The successful applicant will be an articulate and influential communicator, have proven management skills, possess excellent numeracy and literacy skills and have a passion for developing the best opportunities for children. As a School Operations Manager, you will lead and manage all aspects of the business side of school life with responsibilities for finance and resources, premises, Health and Safety, HR and administrative functions

We offer excellent opportunities for continuous professional development, A happy and supportive working environment with high expectations and standard and a range of benefits, including local government pension scheme. WhyworkforTeamSalford.pdf

Visits to the school are encouraged. Please contact Natalie PA at natalie.leahy@salford.gov.uk

**Salary:** 3C 26 – 29 £30,451 – £32,910 – Pro rata (Actual Salary £28,180 - £30,378)

**Working pattern:** Term time only plus 4 weeks.

**Contract:** Permanent

**Closing Date:** Sunday 12th December at 11:59pm

**Interview Date:** Tuesday 14th December

**Start Date:** 05th January 2022 (or as soon as possible thereafter)

The school’s website <https://www.moorsideprimary.net/>

Moorside community Primary is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, volunteers and governors to share this commitment. In this respect all potential applicants are advised that any offer of appointment will be subject to enhanced Disclosure and Barring Service clearance as well as other relevant recruitment checks

Only accurate and fully completed applications will be considered. Please take care to cover any gaps in employment.

Where you have lived or worked abroad for 12 months or more, continuously or in total over the last 10 years whilst aged 18 or over, please refer to the link below for details for how to obtain your Certificates of Good Character <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.

**Safe working**
We are a Covid-safe organisation and you will have an individual risk assessment when you join the organisation to ensure we effectively support your health and wellbeing throughout your employment.

**Continuous service commitment**
New employees can now keep their service related benefits when moving between a whole host of public sector organisations within Greater Manchester, which include: Councils, NHS, Greater Manchester Fire and Rescue, Transport for Greater Manchester, as well as many others.

**Diversity and Inclusion**
We are committed to developing a culture which respects individuals, appreciates difference and allows everyone regardless of background to reach their full potential. We are proud to be an accredited disability confident employer and a Stonewall Diversity Champion. We understand how hard it can be to combine caring for a loved one with work, so we aim to provide support and flexibility to balance family and caring responsibilities with work <https://greater.jobs/content/9189/diversity-and-inclusion>.

Our core data protection obligations and commitments are set out in the council’s primary Recruitment and Employment Privacy Notice which can be found at <https://www.salford.gov.uk/gdpr>.