

Post: Office Manager
Grade: 2020 Scale 6 Points 12-17 (£21,589 - £23,836 pro rata)
Hours: 37 hours per week
Working weeks: 41 weeks per year
(Term time plus 5 non pupil days and 2 weeks' holiday working to be agreed with the Headteacher)

We are looking to recruit a highly skilled, enthusiastic and motivated Office Manager to work at Perryfields Infant School. The successful candidate will play a crucial role in the operational side of the school managing all administrative functions of the busy school office. Excellent organisational and communication skills are essential for the role.

The most important resource in any school is its staff and we attribute the success of our school to our committed and enthusiastic staff.

The successful applicant will have:

- Experience of office management
- Knowledge and understanding of personnel, premises, GDPR, Health and Safety and safeguarding
- The ability to work under pressure
- Be computer literate with an excellent working knowledge of Microsoft office
- Knowledge of SIMS management system an advantage

We can offer:

- a friendly and supportive working environment
- a comprehensive induction programme and the opportunity to engage in further professional development
- access to extensive support through the CLP Trust

For more information about our school, please visit:
<https://www.perryfieldsinfantschool.org.uk/website>

Chelmsford Learning Partnership Trust

Our Vision

Everyone in our community is committed to working collaboratively, enabling all to experience a successful journey to become a confident, resilient, respectful and lifelong learner who aspires to be the very best they can be.

In compliance with safer recruitment procedures and guidelines, all applications must be made on an application form, CVs will not be accepted. This appointment will be subject to pre-employment checks including an enhanced disclosure from the Disclosure and Barring Service and satisfactory references. The Chelmsford Learning Partnership is an equal opportunities employer.

Information about the School

[..\..\Recruitment Pack\Perryfields\Perryfields Infant School Applicant Information Pack May20 MEDRES.pdf](#)

Visits to the schools are strongly encouraged and can be booked by phoning 01245 355226 or emailing office@perryfields-inf.essex.sch.uk

Closing date: Friday 2nd October 2020

Interview date: Wednesday 7th October 2020