

OFFICE MANAGER AT BILLINGSHURST PRIMARY ACADEMY

Permanent post, required ASAP

37 hours per week term time only plus Inset days and 1 week

Grade G £28,624 - £31,067 FTE depending on experience. Actual Pro rata salary £25,321.23 - £27,482.35

Are you a highly organised, enthusiastic and motivated Office Manager looking to lead a friendly and supportive team and help enrich our pupils' school experience? If you enjoy a varied role and have a calm, positive attitude, with the ability to multitask, then we would love to hear from you.

You will be responsible for overseeing the efficient and effective operation of the school office. Please see the job description and person specification for further details.

If you are interested in applying for this role, please download further information and an application form from our website <https://www.billingshurstprimary.org.uk/web/>

Please return your completed application form by email or direct any questions to Marion Ley Headteacher, head@billingshurstprimary.org.uk

We advise applying promptly for this post as we reserve the right to close and interview early if sufficient suitable applications have been received.

Billingshurst Primary Academy is committed to safeguarding and promoting the welfare of children and young people and to the equality of opportunity, and expects all staff and volunteers to share this commitment. All shortlisted candidates will be subject to an online check. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed along with other relevant employment checks.

Closing Date: Friday 7th February 10am

Interview Dates: Monday 10th February