



Selattyn Church of England Primary School

Job Title: Office Manager (Grade 8, 18)

Starting January 2023

This is a permanent position.

Term time only.

The hours of work are 8 hours per day, each week day excluding Wednesday.

32 hours per week

8-30 am - 5pm with half an hour for lunch.

The Governing Body are seeking to appoint a dedicated Office Manager to join our friendly and caring team where everyone is valued and counts following the retirement of our highly respected and dedicated Office Manager.

Selattyn C.E. Primary School is a school we can be proud of. The school is a vibrant, positive place to be. Our children become responsible citizens. They enjoy coming to school and are motivated by their success. They feel secure and safe in school and know that all staff and stakeholders have the welfare and education of each child as their focus. We are truly inclusive and prioritise the development of self-confidence and self-esteem, spiritual, moral, cultural and social development, alongside academic progress. Staff recognise the importance of individual learning journeys and each child's progress is developed according to their needs.

The successful candidate will need to be:

- Flexible, hardworking and enthusiastic
- Have high expectations and excellent I.T. skills

- A secure knowledge of managing budgets and financial planning
- Have good communication skills and show initiative
- Highly organised and able to manage others

This post is subject to enhanced disclosure and barring service checks.

Closing date: Friday 25th November 2022

Short Listed candidates will be contacted by Tuesday 29th November 2022.

Please send completed applications to: admin@selattyn.shropshire.sch.uk.