



Selston C of E Infant & Nursey School
Nottingham Road
Selston
Notts
NG16 6DH

Office Manager (permanent)

**Grade 4 pt. 8-14 pro rata for TTO Work pattern (£19,482 - £21,733): 5 days per week,
37 hours**

The Governors of Selston C of E Infant & Nursery School are looking to appoint an enthusiastic, innovative and highly motivated Office Manager. The role of Office Manager is widely recognised as being an integral part of helping schools make better use of their resources and facilities, enabling the Headteacher and other leaders to focus on leading teaching and learning. It would suit someone who can relate well to a wide range of people including staff, pupils, governors and parents, and who enjoys resolving a wide range of queries effectively and efficiently. You will be able to work flexibly, using your own initiative. The Governors are searching for someone who thrives on school improvement and can encourage and support others.

The ideal candidate will be an experienced School Office Manager, or a person whose background, experience and training would enable you to fill this busy and diverse role. As a School Office Manager, you will utilise your ICT skills to lead and manage the business side of school life with responsibilities for finance and resources including budget monitoring, premises, Health and Safety, HR and administrative functions. You will be able to handle sensitive and confidential information with discretion.

We can offer you:

- Supportive and enthusiastic colleagues
- An interesting and varied role
- A commitment to continuing professional development

Selston C of E is a small sized Infant and Nursery school with a strong sense of community. We have a friendly, supportive and fantastic staff team; with a curriculum rooted in Christian values, we encourage our pupils in their spiritual and social growth so that each feels confident to challenge themselves to be the best that they can be.

To arrange an informal discussion regarding the role or to visit the school please contact Mrs L Hardwick, Head of School 01773 780131

Applications should be submitted to head@selston.snmat.org.uk

The closing date for applications: Monday 17th April 12pm

Interviews to take place week commencing 24th April 2023

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. The successful applicant will be expected to complete an enhanced Disclosure and Barring Service check.