

Vacancy:

Employer	Howard Primary School
Location	Croydon
Job title	Office Manager
Salary	Grade 6 Scale point 18-20 (£27,978 - £28,992)
Contract Type	Permanent
Application Closing date	Friday 14th May 2021
Interview date(s)	Week beginning 17th May 2021
Starting date	As soon as possible



Part Time Administration & Organisation Level 3+ Grade 6 SCP 18-20

Howard Primary School wishes to appoint an office manager to join our dedicated and friendly team. In addition to general office administrative duties, the appointed person will be expected to directly support the Head Teacher and the Senior Management Team. The post is for 36 hours per week. The successful candidate would be expected to work term time only, plus two additional weeks during holiday periods.

The Howard School Office is a busy place which will require the successful candidate to provide an excellent level of administrative service in a busy and demanding environment. You will liaise directly with parents, children, staff and outside agencies, therefore an excellent standard of written and spoken English is essential. The successful candidate will work alongside the finance manager to co-ordinate an effective administration team and deliver a first-class service.

In addition, you will need to demonstrate:

- The ability to manage others working in the school office effectively to ensure that all administrative processes run smoothly and efficiently.
- The skill to prioritise workloads and meet deadlines.
- A high level of numeracy, literacy and IT skills, including Word and Excel.
- Knowledge of SIMS would be an advantage (but not essential).
- The ability to work on your own initiative or within a team and be able to multi-task.
- The ability to be methodical, well-organised and observe confidentiality at all times.
- Willingness to learn First Aid and attend additional training courses when necessary.
- Good communication skills with children and adults.

If you are ambitious and have the energy and creativity to make a significant contribution to Howard Primary then we would very much like to hear from you.

All prospective candidates are welcome to visit our school (with appropriate COVID safety measures in place) - please call the school office on 020 8688 4216 to arrange a visit.

Howard Primary School is committed to safeguarding and promoting the welfare of children. This post is subject to an enhanced disclosure (DBS) plus verification of the right to work in the UK. Howard Primary School is also committed to the positive promotion of equal opportunities for all.

Please download an application form to apply. You can also find all the necessary forms on the vacancies page of our website <https://www.howard.croydon.sch.uk/>

Please return application forms by email to:

HR@howard.croydon.sch.uk

Please address applications by post to:

Senior Leadership Team
Howard Primary School
Dering Place
Croydon CR0 1DT