

OFFICE MANAGER
Required asap
PG4009 BS9
Salary Grade 9 - £27741-28672 (pro rata) Actual salary £24261-25076
37 hours per week term-time only (plus 10 days INSET/closure working)

Thank you for your interest in this post.

The Post

The successful applicant will manage and be accountable for the school office, reception and administrative staff and functions.

You will manage a small, close knit team of admin professionals to ensure the smooth running and operation of all admin functions within the school, and will lead in the effective and efficient development of admin procedures.

The successful candidate will possess high level interpersonal and people management skills, and will lead the team in the implementation of agreed systems and policies which ensure the effective operation of the school office.

The application form should be downloaded from the school website, and accompanied by a letter of application stating why you would like to work at Millom School as the Office Manager.

Millom School is committed to safeguarding and promoting the welfare of its students. All applicants are subject to the requirements of the Keeping Children Safe in Education guidelines. This will include checks with past employers and the need for the successful applicant to hold or undergo a suitable enhanced DBS disclosure.

Completed applications should be submitted via email to hr@millom.cumbria.sch.uk by 3pm on Friday 29 October 2021.

Please ensure that your application includes both a daytime and an evening telephone number where you can be contacted, **and an email address**. We regret that we shall be unable to inform unsuccessful candidates of the result of their application.

Interviews will be held week beginning Tuesday 9 November 2021.

If you have particular questions about the post, we will be happy to answer them for you. Please ask for the Headteacher's PA, Sheila Minter, who will be pleased to help you.