

## **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)**

We are looking for an Office Manager to join our school. 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.

Millom School is committed to safeguarding and promoting the welfare of its students. All applicants are subject to the requirements of the Safeguarding Children and Safer Recruitment 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.

Millom School has a friendly and supportive staff in a superb rural area at the southern tip of the Lake District.

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.

**Completed applications should be submitted via email to [hr@millom.cumbria.sch.uk](mailto:hr@millom.cumbria.sch.uk) by 3pm on Friday 29 October 2021.**

**Interviews will be held on Tuesday 9 November 2021.**