



### **Office Manager**

FTE Salary: Point 9 – 17 Scale 6/7 £21,529 - £25,117 (including fringe allowance)

Actual Salary: pro rata £17,217 – £20,087, 37 hrs per week, term time + insets.

Katherines Primary Academy are looking to appoint a full time experienced and highly efficient Office Manager. The role would suit a proactive individual who would enjoy the challenge of working in a busy school environment.

In this key role you will be responsible for a team and will be pivotal in the effective and smooth running of the school. Previous experience of running a busy office and Arbor is desirable. Applicants will need to demonstrate strong skills in both finance and secretarial duties. This position deals with a wide variety of people and therefore requires excellent communication and interpersonal skills and understand the importance of customer service in this key role and ensure a high quality service provision to staff, students, families and the wider community.

We are looking for a highly motivated individual who has the drive and passion to make a difference in our school. The successful candidate will need to be organised, with good time management and a high level of computer literacy. A key part of the role is to organise and supervise administrative systems within the school, and to contribute to the planning, development and monitoring of support services and staff.

NET Academies Trust offer a unique chance to be part of a friendly and supportive team. Being part of a primary cluster of six schools, staff work in teams to share the responsibility for planning.

The school has a dedicated team that works hard to reach high standards in everything they do and this is further embedded through our successful relationships with parents, the local community and the other local schools within NET. At NET Academies Trust we believe in the future development of our staff, our staff development programme has meant staff are successful in progressing the next stage of their career.

- Good communication, ICT and organisational skills, with a high level of accuracy and efficiency.
- Being the first point of call for parents and visitors
- Maintenance of the manual and computerised pupil data records, including attendance details using SIMS
- Administration of school lunch and other monies
- Support with organisation of school trips, sports events and visits
- Administrative support for all areas of the school
- The ability to work under pressure in an environment where there are constant interruptions
- The ability to work on your own initiative
- An understanding of confidentiality and safeguarding



Potential applicants are both welcome and encouraged to visit the school. Please contact the school office by telephone on 01279 421495

Your completed application form should be submitted electronically to [recruitment@trust.netacademies.net](mailto:recruitment@trust.netacademies.net) or by post to NET Academies Trust, Latton Green Primary Academy, Riddings Lane, Harlow, Essex, CM18 7HT.

In compliance with Safer Recruitment guidelines, CVs cannot be accepted. We are fully committed to safeguarding and promoting the welfare of children and the successful candidate will be expected to undertake the appropriate checks including an enhanced DBS check.

**Closing date: 15<sup>th</sup> December 2021**

**Interviews: w/c 4<sup>th</sup> January 2022**