



Severne Primary School

Senior Office Manager Recruitment

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Senior Office Manager
(Full Time, Term Time Only + 3 days During School Holidays)
Grade 4 £32,076 to £39,186 (pro rata)
Severne Primary School,
Severne Road, Acocks Green, Birmingham B27 7HR
Tel: 0121 706 2743

Working Hours: 36.50 hours per week Term Time Only
+ 3 days during school holidays

www.severne.bham.sch.uk
l.dillon@severne.bham.sch.uk

Severne Primary School are seeking to appoint an outstanding Senior Office Manager to join our successful and popular school from January 2025.

Severne is a two-form entry school with nursery provision. The school is at the heart of our community and we have positive relationships with the children and families we serve which enables us to create a safe, friendly and supportive environment. The caring, skilled and dedicated staff team are fully committed to ensuring we provide for every child's individual, academic and emotional needs in order for them to receive the best possible education.

As the Senior Office Manager, you will be an integral part of our school community, providing essential administrative support to ensure the smooth running of daily operations. Your exceptional attention to detail and ability to multitask will be instrumental in maintaining an efficient office environment.

We are looking for someone who:

- Has substantial experience of working in a busy school office and can manage a small team
- Experience of school financial administration and systems
- Can calmly manage conflicting demands with a solution focused approach
- Can manage the reception area, greeting pupils, staff, visitors, and handling enquiries with professionalism and warmth.
- Is able to build positive relationships with children, their families and staff
- Has strong ICT, literacy and communication skills

Why work at Severne Primary?

- A successful school committed to improving outcomes for all children
- A very well-resourced school to ensure your effectiveness and success
- We can offer you a chance to work in a diverse, vibrant community, with an inclusive, nurturing culture and an ethos that recognises the contribution of every member of the school community,
- Excellent CPD opportunities to ensure professional development
- A commitment to staff well-being.

Visits to our school are strongly encouraged, please email Laraine Dillon at l.dillon@severne.bham.sch.uk or telephone 0121 706 2743 to arrange a visit during week commencing 4th November 2024.

How to apply

Please go to the vacancies area within our website www.severne.bham.sch.uk where you will find the advert and forms needed to apply.

Please send your completed form to l.dillon@severne.bham.sch.uk

Application deadline:

Wednesday 13th November 2024 at 9.00am

Interviews:

Wednesday 20th November 2024

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including:

An enhanced DBS check; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work.

References

All applicants will be required to provide two suitable references.

Short-listed candidates

An online search will also be carried out as part of due diligence on all short-listed candidates.

Rehabilitation of offenders

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Further information

Further information about filtering offences can be found in the DBS filtering guide.