

VACANCY



Hinguar Primary School & Nursery School Office Team Leader

Location:	Hinguar Primary School & Nursery
Pay Range/Salary:	Level 6, SCP 13-20 actual salary £21,193.76 - £24,344.79 per annum
Start Date:	ASAP
Contract Type:	Permanent / Term Time + Inset Days + 3 weeks
Hours per week:	37 hours per week
Application Closing date:	Friday 10 th June 2022 – midday
Shortlisting date:	Monday 13 th June 2022
Interview Date:	Thursday 16 th June 2022

We are seeking to appoint a School Office Team Leader who will play a key role in the smooth running of the school office. The ideal candidate for this role will be personable, organised and resourceful.

Previous experience of working in an office environment is desirable and excellent well-developed people skills, communication and organisational skills are essential, alongside developing positive relationships with all stakeholders. The successful candidate will pride themselves in delivering a high-quality service, working closely with the senior leadership team and the Trust's central services and be able to understand and contribute to the shared vision of our successful school.

The main purpose of the role is:

- To support the Headteacher with the day to day running of the office and wellbeing of staff and pupils.
- To provide financial and HR assistance to both the school and the Central Team as well as to contribute to the delivery of an efficient and effective high-quality service.
- To enable the school to meet its objectives by taking responsibility for overseeing specific areas of administrative functions used within the school environment to ensure the delivery of a high-quality service.

- To ensure all visitors receive a warm welcome and in accordance with safeguarding procedures.
- To develop an office team that delivers and meets the needs of the school.

It is essential that the person appointed has:

- Financial/administrative experience
- Extensive use of Microsoft Office and Office 365
- The ability to build and maintain excellent relationships
- Excellent verbal and written communication skills
- The ability to work as part of the wider team and work on own initiative
- The ability to work under pressure, plan ahead and prioritise workload
- Experience in MIS Systems, Bromcom preferable

We can offer you:

- A caring ethos where everyone is valued and wellbeing is paramount
- A friendly, enthusiastic and highly dedicated staff
- A forward-looking school that is committed to the success of all pupils and staff
- Pupils who are well-behaved and eager to learn.

Visits to the school are warmly welcomed. Please contact Mrs Hamblin at admin@hinguar.secat.co.uk to arrange an appointment.

Please visit www.secat.co.uk to download an application pack and return completed forms to hr@secat.co.uk

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website (www.secat.co.uk)

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

SECAT reserve the right to appoint before the closing date.