



Vacancy – Office Manager

Job Summary

A growing independent special school is seeking to appoint an Office Manager to support the growing infrastructure within the school. The job will involve managing the administration team and overseeing the various functions ensuring tasks are completed efficiently and in a timely manner. The responsibilities of the administration team include support to the HR function, processing of invoices and receipts, maintaining general supplies to the school, processing orders for stationery and equipment, managing referrals, admissions and student records, processing local authority and DofE returns as well as dealing with ad-hoc requests for Head of School and Directors. The role will also be responsible for ensuring robust written procedures are in place and all school policies are adhered to. Supporting the implementation of a new database will also be key. You will have proven experience of managing a busy office with a minimum of 3 direct reports. You will need to be able demonstrate you have a pro- active and organised approach to management of staff and workload, are adaptable and have experience of management of change projects.

If this sounds like the next role for you please email Tess Newey at hr@wolfdaleschool.co.uk for an application form, job description and person specification.

Hours: 8.30am-4.30pm 46 weeks per annum (Term time working plus 7 weeks during the school holidays)

A competitive salary will be offered dependent on experience plus enrolment into the pension scheme.

For information on how we handle your personal data during the recruitment process please refer to our Job Applicants Privacy Notice which can be found on our website:

<http://www.wolfdaleschool.co.uk> select the “Policies” tab then refer to the Job Applicants Privacy Notice document.

Expiry date: 5/4/19