**Mill Lane Primary School, Wellington Street, Stockton on Tees, TS18 1QX**

Head Teacher: Sue Skillcorn

Tel No: 01642 860055

**Part-time Post**: School Office Manager

**Grade**: I 19 – 22 (21 hours per week TTO + 5)

**Closing date:** Thursday 27 June 2019 – 12.00 PM

**Interview date:** Friday 5 July 2019

The Head Teacher and Governors wish to appoint a school office manager. You will need to be well organised, flexible, enthusiastic and highly motivated and able to work within a busy office environment.

The successful candidate will have the ability to motivate and develop staff across the following functions: Finance & Procurement, HR & Payroll, Business Support Services & Premises Management. This role requires management for the finance functions of the school. To ensure all statutory returns are completed and legal obligations fulfilled in accordance to the local authority and DFE. Maintain asset register. Ensure full compliance with the Local Authority with the application of IR35. Oversee GDPR compliance by all users of the school’s network.

The successful candidate will:

* Have excellent communication skills and the ability to relate well to children and adults, including those who speak English as an additional language.
* Promote and be supportive of the ethos of this inclusive school.
* Have high expectations of themselves and others
* Possess experience in a similar environment or can bring high quality, transferable skills from a business environment.
* Have previous administration and financial experience

Visits are encouraged and will be warmly welcomed. Please contact the office on 01642 860055 to make an appointment.

The school is committed to safer recruitment practice and pre-employment checks, including an enhanced DBS check, will be undertaken before any appointment is confirmed.

**Application forms and further information are available from the school website and should be returned to the school.**

Email: sue.skillcorn@sbcschools.org.uk