



Thirsk Community Primary School

Office Manager

Grade/Band: F points 9 to 13 (£14,124.70 to £15,111.00 TTO Training Days)

Vacancy Hours: 24 hours each week. This will be made up of working pattern of 8:15am-2.15pm with fixed days of Monday and Tuesday & flexibility to work the remaining 12 hours across Wednesday, Thursday or Friday (30 min lunch Break).

Contract Type: Established- Term Time Only

Interview Date: Week commencing 20th May

Venue for Interview: Thirsk Community Primary School

Start Date: July 2024

The Governors at Thirsk Community Primary School are excited to be recruiting for the role of Office Manager. This is a wonderful opportunity to be part of a friendly, passionate and hard-working team in a school with the values of Respect, Compassion, Enjoyment, Excellence, Perseverance and Creativity at its core.

The role will include responsibilities for financial management, administration, human resources, facilities management, procurement and marketing, with significant input into health and safety and safeguarding. You will work closely with the Headteacher to drive the school forward in its vision and manage a small administrative team to ensure the effective and smooth daily administrative operation of the school.

The role will offer:

- A comprehensive two-week integration plan with the current School Business Manager to support with familiarisation of current systems and process
- High quality continuing professional development
- A highly supportive Governing Body and Leadership Team together with enthusiastic and committed staff
- The successful candidate will need to hold relevant qualifications (Level 3 qualification in business / finance / administration or equivalent)

You will need to:

- Have an excellent understanding of finance, budgets and resources.
- Have a good understanding of personnel procedures and human resource management;
- Be flexible and able to work to tight deadlines and have excellent prioritisation skills.
- Look to seek out new income streams for our school and identify and lead on new projects;
- Have a high level of efficiency with an eye for detail and the ability to manage diverse demands; be capable of leading a team of 2 clerical assistants, developing the individuals and the team. Organise their workloads and be prepared to offer hands on support whenever required.
- Have strong communication and interpersonal skills;
- Have good Information Technology skills and be able to use a wide variety of IT tools and to promote the use of technology throughout school.

- Have a clear understanding of the needs of health and safety within a school and take a pro-active role in ensuring compliance. Manage contractors ensuring legislation and guidelines are adhered to;
- Be pro-active on safeguarding, maintaining the Single Central Record, ensuring relevant training is undertaken and promoting safeguarding in all areas.
- Be able to negotiate with our school providers and contractors for the best value, follow procurement legislation, prepare specifications and manage quotation exercises.
- Be dedicated to providing a highly efficient support service to enable high quality teaching for all of our children and have a commitment to high standards and improving achievement for all;
- Be able to identify areas for development and support at the highest level Senior Leadership Colleagues and school initiatives.
- Manage the promotion of the school including website management, publicity and marketing.
- Develop good communication with all stakeholders and ensure we always promote a friendly and warm welcome to parents, governors and visitors.

The school uses many IT and digital platforms including:

- Microsoft 365
- ARBOR as a Management Information System,
- ARBOR Finance and NYC FMS Budget Monitoring software for Finance
- E-Schools as a Learning Platform, website and electronic inter-school communication
- Parentpay for online payments.
- NYES services

If you think that this is you then please feel free to contact our current Office Manager, Mrs Andrea Mansfield.

.

Closing date: 31st May 2024 12.00pm

Short Listing: 3rd June 2024

Interview date: TBC

Enhanced Level DBS Disclosure is required for appointment to this post.

NYCC are committed to directly recruiting staff and will not accept applications nor services from agency suppliers in respect of our vacancies.

We are committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity. We are also committed to safeguarding and promoting the welfare of children, young people and adults. We expect all staff and volunteers to share this commitment.