Office Manager

Fixed Term post initially for 1 year from 01.09.25

Grade 5 Office Manager

The posts will involve supporting teaching and learning in the classroom. It will involve individual, group and whole class work under the direction of a class teacher.

The contract is for an academic year initially, subject to review.

What skills and experience we're looking for:
We are looking to appoint a dedicated Office Manager, reporting directly to the School Business Manager who will:

- be enthusiastic and have a calm and flexible attitude to work
- have experience of School Management Systems (Arbor or SIMS)
- be competent in leading and managing a team and have excellent communication skills
- be able to manage a varied workload and make effective use of IT to support efficient working
- be competent of working in Microsoft Office, Excel and Word
- be willing to be first aid trained
- be able to write and converse at ease with stakeholders in accurate spoken English as this essential for this role

We can offer you:

- a strong supportive team
- a commitment to continuing professional development and high expectations in all areas.
- a challenging and stimulating place to work with an exciting opportunity to make a difference.

Claremont Primary School is committed to safeguarding its pupils; therefore, applicants will be subject to stringent safe recruitment procedures, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK. References will be requested prior to interview.

If you would like to apply for this post, please submit a completed application form and written statement to job@claremont.manchester.sch.uk . The written statement should outline how you meet the requirements
job@claremont.manchester.sch.uk

Closing date: Monday 16th June 2025 at 9am

Interview date: Tuesday 24th June 2025