

## HOWBRIDGE CHURCH OF ENGLAND JUNIOR SCHOOL

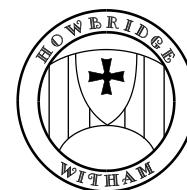
Howbridge Road Witham Essex CM8 1BZ

Telephone 01376 501648

E-mail [office.howbridge@dcvst.org](mailto:office.howbridge@dcvst.org)

Website [www.howbridgejunior.co.uk](http://www.howbridgejunior.co.uk)

Headteacher Mrs L Dale B.Ed (Hons)



### Vacancy – Office Manager

Howbridge C of E Junior School is looking to appoint an experienced and enthusiastic office manager to head up our busy school office.

We are a 3-form entry Church of England junior school in Witham, Essex. This is an exciting opportunity for the right person to join our friendly and hard-working school. Candidates should be sympathetic to the Christian ethos of our school.

The main purpose of this position is to take responsibility for the management of the administrative support function, ensuring the provision of an effective and efficient service, including line management of the office staff. For a full description of responsibilities please refer to the attached Job Description and Person Spec. For details about working hours and pay please refer to the attached Key Information document.

### The ideal candidate will:

- be educated to NVQ Level 4 or equivalent
- have experience managing a team, with proven people management skills
- have a working knowledge of general school policies and procedures
- have a working knowledge of safeguarding and child protection requirements in the context of a school office
- have a working knowledge of data protection requirements in a school environment
- good organisation skills and attention to detail

### In return we can offer you:

- a dedicated, supportive and friendly school and staff with the highest expectations and aspirations for children;
- well-behaved, motivated pupils who enjoy school;
- a commitment to your continuing professional development.

Visits to the school are strongly encouraged, please contact the school office administrator Mrs J Latter on [office.howbridge@dcvst.org](mailto:office.howbridge@dcvst.org) to arrange an appointment.



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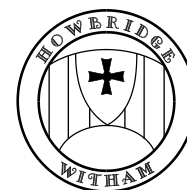
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Applications should be submitted on <http://www.essexschoolsjobs.co.uk>

Applications will close on 21 October 2021 at midnight. Shortlisting will take place on 22 October 2021 with interviews on 4 November 2021.

The expected start date for this position is 1 December 2021.

Howbridge C of E Junior School is committed to the safeguarding and welfare of children.

