



## **School Office Manager**

**Salary:** Scale 7

**Location:** Colne Engaine and St Andrew's Great Yeldham C of E Primary Schools

**Position:** Office Manager across two schools.

**Contract Type:** Permanent

**Terms:** 32 hours a week, term time plus 2 weeks.

**Start Date:** April 2022

We are looking for a dynamic, and motivated individual to work across our schools. The right candidate will be proactive and take a lead role within two Vine Trust schools. You will have good team working and communication skills, excellent attention to detail and a high level of accuracy and efficiency.

The successful candidate will:

- Have experience of working in a school office environment, ideally in a management role;
- Experience of using management information systems;
- Be able to stay calm and focused in a busy environment where interruptions are frequent;
- Enjoy being around children;
- Work well as part of a team;
- Be committed to our Christian ethos and aims of a Church school.

We can offer you:

- A warm, welcoming environment in both schools, where the focus is on developing and nurturing a lifelong love of learning.
- A fantastic team, who are committed to school improvement and achievement for all.
- A commitment to high quality professional development.

Application Closing Date: Midday Wednesday 24<sup>th</sup> November

Interviews will be held on: Friday 26<sup>th</sup> November

For an application form please contact Elizabeth Williams If you would like additional information about our school or this vacancy, please email [elizabeth.williams@dcvst.org](mailto:elizabeth.williams@dcvst.org).

The Vine Schools Trust is committed to the safeguarding, protections and welfare of children and expects all staff to share this commitment. The appointment will be subject to satisfactory references and enhanced DBS checks.