

# School Office Manager

School:	Great Bookham School	Posted:	17th April 2024
Location:	Griffin Way, Great Bookham, Leatherhead, Surrey KT23 4JJ	Expires:	29th May 2024 11:59 PM
Contract Type :	Permanent	Start Date:	As Soon As Possible
Salary:	£25,039 - £28,582 (£29,189 - £33,319 FTE)	Job ID:	1414863
Hours:	Part Time	Job Reference:	ADMINGBS2024



Great Bookham School

We would like to appoint an experienced Office Manager to join our supportive & passionate team . The role is to organise and coordinate administration duties and to create and maintain a pleasant work environment, ensuring high levels of organisational effectiveness and communication. As a member of the school’s administration & support team you will also provide support to the Senior Leadership Team to ensure the smooth running of the school. This is a really exciting opportunity with career progression for the successful candidate. Please see the attached job description for full details.

We can offer you:

- excellent induction arrangements
- support and enthusiasm from our friendly and welcoming staff team and school community as a whole
- excellent opportunities for, and a strong commitment to further professional development

Great Bookham School is part of a growing multi academy trust - South Farnham Educational Trust which currently consists of 7 schools schools, Great Bookham School, South Farnham School, Highfield South Farnham School, The Raleigh School, Busbridge Infant School, Wallace Fields Infant & Nursery School & Brighton Hill Community School. We also have one associate member of the Trust - St Mary's C of E (Aided) Infant School.

Our thriving School Centred Initial Teacher Training establishment (SCITT) has over 100 trainees and from September 2021 South Farnham School was awarded Teaching School Hub status which is a fantastic accolade for both the school and Trust.

Hours of work are 8.15am - 4.15pm, 5 days a week 40 weeks a year

Total Hours: 35hrs a week

Salary: £25,039 - £28,582 (£29,189 - £33,319 FTE)

Please see the enclosed job description for full details on the role and responsibilities.

Visits to the school are warmly encouraged; please contact Claire Buckton for an appointment and/or further information about this exciting opportunity!

South Farnham Educational Trust is committed to safeguarding and promoting the welfare of children and young people. It expects all staff to share this commitment and the successful applicant will be required to undertake a DBS check.

**Safeguarding Statement:**

Great Bookham School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.