

June 2018



Dear Colleague,

VACANCY FOR OFFICE MANAGER

Thank you for your enquiry about our vacancy for an Office Manager. I am enclosing an application form, job description and person specification, as well as some information about the school.

The Office Manager will lead and manage an 8 strong support team, which provides a high quality service to pupils, parents, and staff from a busy Main Office complex which has been extensively refurbished to provide a much improved modern working environment.

The successful candidate will be a well organised person with excellent communication skills, as well as the ability to manage both people and the office workload effectively. S/he will have good ICT skills, be familiar with the Microsoft Office suite, using a computer database and ideally be familiar with SIMS.net.

The salary for this post is Grade H, Scale Point 25-28 (£23,111-£25,463 per annum full time equivalent) starting at Scale Point 25, £23,111 per annum (£11.97 per hour Pro rata salary £22,134 per annum).

With regards to conditions of service, the Office Manager will be full time, 37 hours per week (Monday-Thursday 08.00am-4.30pm, Friday 08.00am-4.00pm with half an hour unpaid lunch break) and working 44 weeks per year (49.94 paid weeks, inclusive of holiday). The holiday entitlement for this post is such that holidays can be taken either during term time or during the school holidays, however, there are certain dates in the school calendar in which holidays are unable to be taken which will be advised on appointment.

The staff and students make the school very special. Students are proud of their school and Ofsted commented in the recent inspection in June 2017 that "pupils are keen to share their enthusiasm and enjoyment of school, reflecting the principles that we have instilled." Moreover, "the all-pervading caring ethos ensures that pupils are happy and able to thrive from the moment they arrive at school."

There is a continual focus on staff development and wellbeing, both of which rated very highly in the most recent survey conducted in the summer of 2017. Staff morale, in what are challenging educational times, is high, borne out of there being a real sense of community. We work hard, but the effort is worth it and the students certainly appreciate it. You will see lots of laughter and you will also have a lot of fun.

I believe that this is a fantastic place to work – it genuinely is a pleasure to come to school each day and I hope, having read the information available to you, that you will decide to apply.

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for a disclosure from the Disclosure & Barring Service which will be made before the appointment is confirmed. In addition, all applicants must provide two references,

Hardenhuish Lane, Chippenham, Wilts. SN14 6HJ

Headteacher: Neil Spurdell BSc (Hons)

Tel: 01249 766020 Fax: 01249 766030

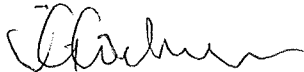
Email: admin@sheldonschool.co.uk Web: www.sheldonschool.co.uk



including one from a present or most recent employer. References will not be accepted from relatives or people writing solely in the capacity of friends and references will be requested before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children.

If you feel that you possess the necessary skills and qualities and are excited by this opportunity, we very much look forward to receiving your application, which must be returned to Kirsia Edwards, HR Adviser, by midday on 25th June 2018. We intend to hold interviews on 2nd July 2018 and would like the successful candidate to be able to start work in July to enable a handover to take place.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'James Couchman', with a stylized, flowing script.

James Couchman
Business Manager