

**School Office Manager**

Office Manager – 37.5 hours/week, term time plus 2 further weeks during school holidays – permanent

Required from: ASAP

Danegrove Primary School is looking to recruit an Office Manager for its school office located in Barnet. Managing all administrative processes focused on pupils, parents and school staff, the ideal candidate will be able demonstrate experience of leading all administrative functions, supported by a small team.

We are a lovely three-form entry primary school based in the London Borough of Barnet. If you are looking to join a forward-thinking primary school with a supportive leadership and an amazing staff team – then this is the role for you.

Danegrove Primary School provides children with the best possible education by developing the whole child and equipping them for the challenging and fast changing world in which we live.

The Head teacher encourages staff to be creative and innovative in their approach to teaching and learning, within an inclusive, happy and stimulating learning environment.

Salary: Barnet Unified Pay Reward, Grade F, FTE £32,454 -£35,448/annum pro rata (April pay award pending).

**We are looking for someone who:**

* has previous experience of managing a small team, covering a wide range of administrative processes Has a desire for continual improvement in administrative support to the whole school
* can use their excellent written and spoken communication skills to make sure that all interactions within the school community of pupils, parents and staff are clear, helpful and supportive
* will support the whole school in maintaining highly effective administration to support the best outcomes for every pupil
* has the ability to work in a team, demonstrate flexibility, commitment and an enthusiasm for working with children
* is a forward thinker with a positive can do attitude who is committed to the provision of high-quality education for all children

**We can offer:**

* happy, enthusiastic pupils
* a strong leadership team
* a welcoming and supportive members of staff
* an inclusive and caring ethos
* opportunities for development

Prospective candidates are encouraged to visit the school.

Danegrove is committed to developing a whole school community where positive mental health and wellbeing sit at the heart of the school, influencing the decisions made. We would love you to join us in continuing to make our school a place where children are confident, resilient, and most importantly, happy, young people.

Danegrove Primary School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check.

**Closing date:** Monday, 3rd March 2025 @ 12 p.m.

Short listed candidates will be informed by 5pm on Wednesday 5th March 2025

**Interview Date:** Interviews to be held week commencing Monday 10th March 2025

If you are interested in the role of Office Manager to start ASAP please contact Richard Penny, Business Manager, for an application form along with the job description and person specification at businessmanager@danegrove.barnetmail.net or 0208 449 4024.