

## Office Manager and Administrator

<b>Post</b>	Office Manager and Administrator
<b>Start date:</b>	ASAP
<b>Contract</b>	Permanent
<b>Working hours</b>	07:45-16:30 43 weeks per year (Term time plus 4 weeks)
<b>Salary</b>	Range 5, point dependent on experience
<b>Responsible to</b>	Headteacher

### Our School

Pimlico Primary is an 'Outstanding' free school, situated in the heart of beautiful Westminster, a two minute walk from Pimlico tube station. The school is proud of its friendly, committed team and diverse, welcoming community. Our children are polite, well behaved and a delight to teach. Founded in 2013, the school is constantly expanding: this means that there are a plethora of career development opportunities.

### The Role

We are looking to appoint an experienced Office Manager and Administrator, to lead our office function. This essential and important role, will serve the pupils and parents, staff and visitors to the school. The successful candidate will enjoy a systematic approach to a varied administrative task load and will recognise the need for confidentiality.

### We can offer you:

- A warm, welcoming environment, with an enthusiastic, knowledgeable and committed staff team.
- Excellent transport links and the opportunity to work in the heart of London.
- Excellent career advancement and continuing professional development opportunities.
- Happy, polite and engaged children with great enthusiasm for learning.

### We are looking for someone who is:

- Experienced in working in a school office and using systems such as SIMs.
- An effective and positive communicator with excellent interpersonal skills.
- Calm under pressure and able to deal with a varied and demanding workload.

- Well organised, reliable and able to use their own initiative.
- Committed to nurturing strong and open relationships with staff, pupils and families to support our growing school community.

**To apply:** Please download and complete an application form.

**Tour of the school:** Visits to the school are warmly welcomed and highly recommended.  
Please email: [pimlicoprimary@pimlicoacademy.org](mailto:pimlicoprimary@pimlicoacademy.org)

**Closing date:** Tuesday 15<sup>th</sup> January 2019

**Assessments and Interviews:** Wednesday 16<sup>th</sup> January 2019

*Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment.*

*An Enhanced Disclosure and Barring Service check is required for this post.*

Pimlico Primary, Lupus Street, London SW1V 3AT

Email: [PPrecruitment@pimlicoacademy.org](mailto:PPrecruitment@pimlicoacademy.org)