After 20+ years of service our Office Manager will be retiring at the end of this academic year. We are therefore looking for a multi-talented individual to take this role on.

The successful candidate will ideally have had recent experience of working in a school admin setting and possess the relevant qualifications. Effective communication skills (both oral and written) are essential together with the ability to prioritise your own workload and that of your team in order to meet deadlines. Schools are busy places: you will need to be flexible, able to cope with interruptions and remain calm and friendly when under pressure.

Ultimately our priority are the children, their education, welfare and safety must ‘trump’ everything else and as Office Manager you will play a fundamental role in ensuring this is achieved.

Grangehurst Primary School is a large two-form entry primary school surrounded by fabulous grounds near to Longford Park on the northern edge of Coventry close to the borders of Warwickshire and Leicestershire with very good access to major road networks. We have over 400 children on roll and share our school building and grounds with a 52-place playgroup.

Our grounds and school building are well maintained, with many breakout spaces for learning including a large forest school area. We have our own adaptive provision for those pupils with the highest levels of need and have developed our own Social Emotional Wellbeing (SEW) programme to support all children across the school with their emotional development.

We take staff development seriously with weekly opportunities for staff to receive current training. Many of our staff choose to undertake additional training and the school supports them to do this. Our staff room is a relaxing environment where staff can hopefully escape from the hustle and bustle of class and everyday school life.

If successful you will need to demonstrate that you:

* Have high expectations for yourself and those people you manage
* Are committed to the overall ethos of our school
* Have the desire to go that extra mile and make a difference
* Have a willingness to engage in further professional training and development
* Are open to working as part of a team to improve outcomes for all pupils and ensure the school is the best it can be
* Are committed to the safeguarding and promotion of the welfare of children
* Will comply with all school policies and procedures

As a school we can offer you:

* A Good School with Outstanding Areas as confirmed by OFSTED in November 2021
* Enthusiastic, Friendly and Happy children
* A strong staff team who strive to put the needs of the children at the forefront of every decision made
* A forward thinking school
* Comprehensive professional development and high quality learning opportunities
* A leadership team that will support you to find your full potential

We are recruiting now for September 2024.

Interested… then you will probably want to ask us lots of questions about the job so feel free to make contact if you are thinking of applying. We can chat to you on the phone, schedule a MS Teams or Zoom meeting; but better still, come and visit us, you can come in for a cup of tea (or coffee) and have a look around so that you get a real sense of the school before you apply.

Here’s our school website: [www.grangehurst.coventry.sch.uk](http://www.grangehurst.coventry.sch.uk/) which will provide you with more information about all that we get up to!

For more information please contact the school phone 02476 365999 or email Kate Cooke our School Business Manager sbm@grangehurst.coventry.sch.uk

The deadline for applications is 9am Thursday 11th July 2024.

Shortlisting will take place later that day.

Interviews are planned to take place week beginning Monday 15th July 2024.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Following recommendations from Keeping Children Safe in Education

(KCSIE) for an additional pre-employment check with effect 1 Sept 22,

please note, an online search may form part of this recruitment process**.**

Hour of work are 37hrs per week, Monday to Friday 8.00am to 4.00pm term time only plus 15 days.