



- Post Title:** School Office Manager
- Dates:** Closing date for applications: 29<sup>th</sup> January 2025  
Interviews: w/c 03<sup>rd</sup> February 2025  
Starting date: March 2025
- Salary:** £30,056 per annum pro rata 39 term time weeks plus 3 weeks  
[if full time this would equate to an annual salary of £32,925]
- Location:** Swanage, Dorset
- Contract term:** Permanent

We are seeking a dedicated and well-organised Office Manager. The post-holder will also be responsible for the management, operation, and support of the main school office and all its functions; and will lead and manage a team of administration staff. They will develop ideas and systems, as well as motivate and be a role model to others. They will also provide admin support to members of the Senior Leadership Team.

The successful candidate would ideally have previous experience of working in a busy school environment and/or be able to clearly evidence relevant transferable skills and abilities from other business areas.

Comfortable working with all the usual Office suite of applications (Word, Excel, Outlook etc), a knowledge of Arbor would be an advantage, but applications are welcomed from all individuals who can demonstrate:

- Outstanding interpersonal and communication skills
- The ability to thrive in a fast-paced working environment prone to constant interruptions

Candidates should evidence their suitability for this interesting, sometimes challenging, but always rewarding post by clearly highlighting all relevant knowledge and/or experience on their application.

Key tasks will include:

- Management of the school office and its team
  - Manage the School's HR administration & paperwork
  - Providing additional P.A support to the Headteacher in the absence of the PA
  - Managing all aspects of school administration
  - Providing first aid as required
  - Liaising with staff, students, parents and all other stakeholders/outside agencies as necessary
  - Dealing with situations of a sensitive/confidential nature
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Whilst every effort has been made to explain the main duties and responsibilities in the job description and personal specification of this post, the school requires flexibility and a can-do attitude in all of its employees.

We offer:

- A welcoming and supportive atmosphere
- Eligibility to join Local Government Pension Scheme
- Access to the staff wellbeing service

If this sounds like you, then please apply.

Our application form is available on our website:

<http://www.theswanageschool.co.uk/vacancies>

If you have any questions about the school or the role or if you would like to arrange a visit to the school, please contact Jen Heath on:

[jenheath@theswanageschool.co.uk](mailto:jenheath@theswanageschool.co.uk) or phone 01929 500599

The Swanage School is a Free School with its own terms and conditions that broadly follow National School Conditions.

As an equal opportunity employer, we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. A DBS check, proof of qualifications and a medical check will be required of the successful applicant.

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