



Emmanuel Community School

OFFICE MANAGER

Emmanuel Community School is a good school with outstanding leadership and we are looking for an outstanding Office Manager.

Dates

- Start date: 1st September 2021
- Closing date to apply: 27th May 2021
- Interviews: week beginning : 14th June 2021
- Salary: Outer London Pay Scale – Grade 5, point 12 to 15 - £25,137 to £26,520 pro rata.
- Location: Walthamstow, London E17
- Hours worked: 36 hours per week for 40 weeks per year (term time plus 5 days spread across the school holidays)
- Contract term: - permanent – six month probationary period
- **The successful applicant will need to be available for two hand-over days in July 2021.**
- For full details see the full advert, Job Description and Person Specification below. We do not accept CV's you can only apply by completing our application form and emailing it to admin@emmanuelcommunityschool.co.uk with the job title in the subject line. Completed application forms must be received by the deadline.

Candidates should have:-

- A minimum of GCSEs in English and mathematics (grade C or above). Higher level qualifications are desirable;
- experience working in an educational office environment, ideally in a supervisory role;
- experience of a wide range of admin and finance responsibilities;
- experience of using school administrative and financial systems, including Scholarpack, ParentPay and Sage FMS is desirable;
- experience of the development, management and operation of administration systems;
- excellent interpersonal skills, is highly motivated and has the ability to work well under pressure;
- excellent verbal, written communication skills and interpersonal skills
- excellent experience of using Microsoft Office and be fully competent in the use of IT packages;
- a friendly and approachable manner and be welcoming and professional; The ideal candidate will also have experience of school business functions, including budget management, human resources, premises management and health and safety, although this is not essential.
- Good record-keeping skills

We are looking for a candidate with a:

- Commitment to promoting the Christian designation of the school
- Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school
- Ability to prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality

We can offer:

- A chance to develop your skills
- A team that is totally committed to working together to give our children the best possible education
- A positive school ethos that values all children
- The opportunity to work in a diverse and vibrant community with a fantastic group of children

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