

Job advertisement: Business support/ Office manager equivalent to BS8 Selside Endowed CE Primary School.

Available from the beginning on January, or as soon after as possible.

Executive Head Teacher: Sarah Coleman

Contact: admin@selside.cumbria.sch.uk / 01539 823649 and visit www.selside.cumbria.sch.uk

Hours: 23 hours per week, 40 weeks per year plus annual leave entitlement

£24,799 per annum pro rata, or £12.85 per hour. This position is permanent, subject to a probationary period.

We are a small rural and friendly primary school, 10 minutes north of Kendal. The role fits with Business Support 8 role profile as prepared by Cumbria County Council (National SCP19)

Visits to the school are welcomed, please ring for an appointment.

Applications to be received by 4pm 05/12/2019, interviews scheduled for 11/12/2019.

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none">• Preparation of reports, letters, minutes and documentation• IT literate• Understanding of budgeting and finance management• Understanding of record keeping• Having an NVQ 3 or 4 or equivalent relevant experience• 5 GCSEs (or equivalent) of C and above including Maths and English• Excellent interpersonal skills with the ability to communicate with all ages• High standards of written and spoken communication• Understanding of and ability to correctly process confidential information• Ability to work hard, as part of a small team, and to take the initiative when required• Supportive of the Christian values of the school	<ul style="list-style-type: none">• Previous experience in a school environment• Previous experience of working with children• Experience of using Scholarpack or other information management software system• Experience of Safeguarding Statutory Requirements, including the Single Central Record• Experience of submitting bids• Certificate of School Business Management• Understanding of Health and Safety• Experience of working in an office environment with a complex and diverse range of tasks to be completed over time

Selside Endowed CE School is committed to Safeguarding and promoting the welfare of children and expects all staff to share this commitment. The school strictly adheres to Safer Recruitment policies and procedures. Appointment to the post will be subject to a satisfactory enhanced DBS (Disclosure and Barring Service) check, and appropriate pre-employment checks. The successful candidate will be asked to make a self-declaration about their suitability to work with children, including any known disqualifications by association.

We are a Church of England Primary School with a distinctive Christian ethos.

For an application pack, please email admin@selside.cumbria.sch.uk or download from the school website www.selside.cumbria.sch.uk

Return application forms and a covering letter summarising your skills, abilities and experience to support your suitability for the post to, Mrs Zoe Fetherstone at the school.