



# The Consortium Trust

All applications returned via email:  
[head@bordersprimary.org](mailto:head@bordersprimary.org)



## Vacancy for Office Manager Barnby North Cove Primary School

**Days:** 32.5 hours per week, 39 Weeks per year  
**Times:** 8.30am – 3.30pm Monday to Friday, 1/2 hour unpaid lunch  
**Venue:** Barnby North Cove Primary School with mobility across the Trust.  
**Salary:** Starting point 4 - 6 £10.13 - £10.54 per hour but dependent on experience

**Details:** We require an experienced, dedicated and professional Office Manager who can work effectively with the partnership schools and central team to deliver a high-quality administration and finance provision. Experience of working within a school administration or equivalent role is important.

### We can offer:

- Competitive salary
- Full support and training from a wider team
- Wide range of staff benefits
- Extensive Wellbeing support package
- Opportunity for career progression

### Requirements: We are looking for an Office Manager who has :-

- GCSE grades C or above in Numeracy and Literacy;
- good experience and knowledge of Early Years funding
- strong IT skills, knowledge of Excel spreadsheets
- a good level of numeracy and literacy
- knowledge of cash handling, banking and financial procedures
- a good knowledge of general office procedures
- the ability to work on your own initiative as well as part of a team
- the ability to prioritise workload
- the ability to be adaptable, discreet and maintain confidentiality
- the ability to remain calm and cheerful under pressure in a busy environment.

### Desirable but not essential:

- Knowledge of school-based software particularly assessment data and attendance
- Knowledge of maintaining a website
- Experience of working in a school/nursery environment.

**Qualifications:** GCSE grade C/4+ or above in Maths and English;  
Has a Good level of computer literacy;

**Line manager:** Academy Head  
**Training:** As Required  
**Start date:** **September 2022**  
**Closing Date:** 30th June 2022  
**Interview Date:** 12<sup>th</sup> July 2022

*The Consortium Trust is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undertake an enhanced DBS check*

For further details regarding this post please contact Liz Frere-Smith on 01986 835670 or [l.freresmith@consortiumacademy.org](mailto:l.freresmith@consortiumacademy.org)

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