

## Vacancy for Office Manager at Yox Valley Partnership

**Days:** 5 days per week 39 weeks per year  
**Times:** 8.15am – 15.30pm (30 minute unpaid lunch)  
**Venue:** Yoxford / Middleton Primary Schools  
**Salary:** Starting point 4 £12.80 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.

*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 and this will include social media checks.*

### 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 within the Trust
- Bespoke training opportunities

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

- GCSE grades C or above in Numeracy and Literacy (or equivalent)
- strong IT skills, knowledge of Excel spreadsheets
- 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 work across sites
- 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
- first point of call for visitors and telephone enquiries
- Is willing to travel to other school sites as required
- Has an awareness of Safeguarding
- Able to adhere to policies and procedures and follow GDPR guidelines

### Desirable but not essential:

- Knowledge of school-based software
- Experience of working in a school/nursery environment.

**Qualifications:** Essential: Grade C /4+ level (or equivalent) Numeracy and Literacy;  
Essential: Has a basic level of computer literacy;  
Desirable: relevant Level 3 qualifications

**Line manager:** Academy Head  
**Start date:** 24<sup>th</sup> March 2025  
**Closing Date:** 24<sup>th</sup> February 2025  
**Interview Date:** 26<sup>th</sup> February 2025

For further information, please contact Liz Frere-Smith on 01473 355452 or [l.frere-smith@consortiumtrust.org.uk](mailto:l.frere-smith@consortiumtrust.org.uk)