



**Steeple Morden C of E Primary School**

7 Hay Street, Steeple Morden, Royston, SG8 0PD

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**Email:** [office@steeplemorden.cambs.sch.uk](mailto:office@steeplemorden.cambs.sch.uk)

**Website:** [www.steeplemorden.cambs.sch.uk](http://www.steeplemorden.cambs.sch.uk)

**Headteacher:** Mrs Tracey How

***Office & Premises Manager***

***30 hours per week term time***

***Salary Scale 4 point 7-11 (£24,294-£25,979 pro rata)***

***Starting ASAP***

We are looking for a highly organised person with excellent administration and communication skills to join our friendly village school team. The post encompasses managing all aspects of school office procedures along with the management of premises ensuring adherence to statutory duties.

The successful candidate should be able to demonstrate:

Previous administration experience in a school environment.

Experience in contract management and working with contractors

Decision-making skills and ability to work on own initiative and with discretion

ICT skills and experience of learning and using various computer systems

Excellent organisational skills to ensure deadlines and statutory duties are met

In addition to the core hours the individual will need to be flexible to work additional hours as required and occasionally will be required to work the odd day during the school holidays, to complete key duties.

If you are interested in this position, please see school website for further information and an application form. Applications should show clearly how you fulfil the essential/desirable aspects of the person specification with recent, relevant examples. Applications should be sent to Mrs Tracey How e-mail [head@steeplemorden.cambs.sch.uk](mailto:head@steeplemorden.cambs.sch.uk)

Visits to the school are encouraged; please contact the office to make an appointment [office@steeplemorden.cambs.sch.uk](mailto:office@steeplemorden.cambs.sch.uk) or telephone 01763 852474

We are committed to stringent safeguarding procedures and applicants will be subject to a full enhanced DBS check. Please note, references will be requested prior to interview. As an equal opportunities employer, we welcome applications from all members of the community.

Closing date for applications

Tuesday 27<sup>th</sup> February 2024

Interviews

Week commencing 4<sup>th</sup> March 2024

Start date

ASAP