



Shropshire
Gateway
Educational Trust

Lacon Childe School

Office Manager

Fulltime, permanent position 37 hours per week all year around.

Salary within range NJC Scale 5 points 12 -17 £22183- £24491

This position carries an annual leave allocation of 26 days plus public holidays, automatic entry to the local government pension scheme and other benefits such as cycle to work and childcare voucher schemes, plus excellent working conditions.

Progression is subject to annual performance management and your professional development will be supported.

This position works across the schools of The Shropshire Gateway Educational Trust, based at Lacon Childe school it is within easy commute of Bridgnorth, Kidderminster, and Worcester.

Hours: 8am - 4pm, full time, (all year round plus annual leave entitlement, to be taken in the school holidays).

Reporting to Headteacher.

The school is looking for an outstanding, enthusiastic and motivated Office Manager to lead the administrative functions of the school ensuring statutory and office responsibilities are maintained to high standards and efficiently.

We are looking for highly effective person to carry out this responsible post. The post is varied and will require excellent communication and organisational skills and an ability to maintain absolute confidentiality at all times.

Previous experience within an Office management role is essential and working within an educational setting is desirable.

For further information and to obtain an application form and full job description, please contact Mrs S Broad, PA to the Headteacher on: Tel: 01299 270312 or email admin@laconchildeschool.co.uk



Registered Office: Lacon Childe School, Cleobury Mortimer, DY14 8PE
Company number 9115941



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Closing date for applications: Monday 31st January 2022 at 9am (we reserve the right to close the application deadline early).

Lacon Childe School and The Shropshire Gateway Educational Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Rigorous child protection procedures are in place. Appointments will be subject to Enhanced DBS checks and appropriate pre-employment checks.



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