**School Office Manager**

**Scale 6 Point 18-22 (£16.35 - £17.47 per hour) Start date - Ideally from November 2025**

**37.5 hours per week, term time only — based on site during office hours (8.30am–4.30pm) with flexibility in start/finish times and the option of up to one day per week working from home.**

This post also includes an additional 37.5 hours to be worked flexibly over the school holiday periods.

We understand the importance of work–life balance and aim to support our staff wherever possible. While this is a predominantly office-based role, we are happy to explore adjustments to daily start and finish times (for example, a slightly earlier or later start/finish within our 8.30–4.30 office opening hours). Once fully trained and confident in the role, there may also be the opportunity to work from home for up to one day per week, subject to the needs of the school.

Due to the retirement of our long serving post holder, we now require a suitably qualified person to join our school as our Office Manager. The successful candidate will be friendly and welcoming and an excellent communicator, with exceptional organisational skills.

|  |  |
| --- | --- |
| **We are looking for a candidate who:** * Can prioritise tasks and has exceptional organisational skills, with high levels of integrity and confidentiality.
* Is an excellent communicator, both verbally and written and can use IT programmes effectively e.g Microsoft Office.
* Is an excellent team player, able to establish effective working relationships with all stakeholders.
* Is committed to the school’s vision and values
 | **We can offer:**  |
| * A friendly, strong and supportive team, with happy and polite children.
 |
| * Strong and comprehensive professional development opportunities available
 |
| * Supportive parents and Governing Body.
* A comprehensive and structured handover process.
* Opportunity to shape the direction of the school as part of the school’s wider leadership team.
 |

***Barkisland C E (VA) Primary School is committed to the protection and safeguarding of its pupils, and this will be reflected throughout the recruitment process. An enhanced criminal record check via the DBS will be required.***

To find out more about the role, please contact school and we can arrange a visit or phone call at a mutually convenient time.  Application forms available from the school office via email admin@barkisland.calderdale.sch.uk , the school website or by visiting the Calderdale jobs website.

**Closing date for applications:  9am Friday 10th October. Shortlisting will take place on Tuesday 14th October**

***(Interviews will be held on Tuesday 21st October)***