



Russell Street Infant School



Russell Street, Stony Stratford, Milton Keynes, MK11 1BT. Tel: 01908 563148. Headteacher: Mrs Dawn Robinson
www.russell-street-school.co.uk

School Office Manager

Full Time – Permanent

Hours: Monday-Thursday 8am – 4pm, Friday 8am – 3:30pm. 39 weeks per year (Term time plus 1 week)

Grade D – actual salary £17,704

Accountability: Headteacher – Business Manager – Office Manager

We are looking for a dedicated professional, who sets high standards for themselves and others and works successfully in partnership with our parents, our community and our dedicated team of children and staff.

The successful candidate will:

- Act as the first point of contact for stakeholders both by phone and face to face.
- Be responsible for all school admissions and attendance.
- Be highly organised with outstanding communication skills.
- Have a buoyant attitude and ability to nurture positive relationships.
- Be able to organise a busy administrative environment, dealing with all office enquiries and email inboxes.
- Have an excellent working knowledge of IT (eg Microsoft Word, Excel, PowerPoint and SIMs).
- Have a professional appearance and be able to plan and prioritise own workload and meet deadlines.
- Have the ability to maintain a calm and professional manner, maintaining confidentiality at all times.

We will offer:

- A chance to work with genuinely well behaved, enthusiastic and happy children.
- A welcoming and friendly team of staff. A positive and purposeful atmosphere.
- A commitment to ongoing professional development.

Applying:

- All candidates are advised to refer to the job description and person specification before making an application.
- Please complete an application form (we do not accept a CV alone) along with a letter of application.
- Return all application forms to Ali Starr, School Business Manager: astarr@russell-street-school.co.uk
- Visits to the school are encouraged.

Russell Street School is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. We follow safer recruitment practice and all appointments are subject to satisfactory DBS checks. In addition, references will be requested for short listed applicants prior to interview and will form part of the interview process.

We reserve the right to close this vacancy should we receive an overwhelming response.

Closing Date: Monday 8th November 2021

Anticipated Interview Date: Week commencing 15th November 2021

Position commences: 4th January 2022

