



Lingfield Education Trust  
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Lingfield Point  
Darlington  
DL1 1RW  
Registered in England: 8027885

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CEO: Mr N Blackburn

## **Northwood Primary School, Office Manager**

**Salary: Grade M SCP 25-29 (£21,450 - £23,791)**

**Hours: Full Time 37 hours per week - Term Time Only + 10 days (47.8 weeks)**

**Do you want to make a full contribution to children's learning as well as supporting staff in Northwood Primary School and be part of the growth of Lingfield Education Trust?**

We are looking to appoint a skilled, committed, enthusiastic and efficient Office Manager to join our vibrant, successful and supportive team. You should be creative, forward thinking and able to work as part of a team as well as using your own initiative to ensure quality support for all staff within Northwood Primary and the Trust.

The post will be based in Northwood Primary however, the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

The main requirements of the post are outlined below:

- Provide support to the Head Teacher and Senior Staff
- Develop and manage a team to successfully deal with all enquiries effectively, efficiently and politely from a range of stakeholders
- Support Trust staff with routine financial and administrative tasks

**Lingfield Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to DBS checks.**

**Application packs are available to be downloaded from the Trust website. All completed application packs must be returned directly to the above address or email and marked for the attention of the Mrs Ferguson, Director of Operations.**

**Closing Date: noon 29<sup>th</sup> September 2017**  
**Interviews will be on 13<sup>th</sup> October 2017**