October 2019

Dear Applicant

**Office Manager Grade E 37 hours 41 weeks ££20,751-£22,462) pro rata per annum**

Applications are invited for the above post. The successful applicant would be required to take up the position asap. Experience in school business administration human resources, financial systems is essential.

**Our School**

The school was opened in 2006 following the amalgamation of separate Infant and Junior schools into a modern PFI building providing an outstanding modern learning environment with excellent facilities throughout the school.

Hardwick Primary School is situated within the Peartree / Normanton suburb of Derby one of the most deprived wards in the country. The Community consists of mainly Asian families with many new arrivals from Eastern Europe. English is the second language for the majority of our children.

There are currently 556 children on role divided between 3 Foundation Stage classes, 4 KS1 classes and 12 KS2 classes.

We were very pleased to be graded as **outstanding** by Ofsted in May 2014.

**Our Vision**

“We want everyone who is part of this school and its community to care about each other and help us to be better than our previous best, so that we can all achieve our potential. We want it to be a place where everyone is respected and included and where we all share a love of learning, full of exciting experiences.”

**Our Values**

We want everyone involved with our school to **CARE** and make it a place that is;

**Caring** where everyone cares about each other and our school

**Achieving** where everyone always does better than their previous best

**Respectful**  where everyone remembers their manners and respects one another

**Exciting** where everyone enjoys learning and experiencing new challenges

**Our Expectations of You**

You will be joining a dynamic forward thinking team that is committed to raising achievements of all children through engaging cross curricular themes. You will also play your part in ensuring everyone involved in school life is valued and has an opportunity to express their individuality and creativity.

We are looking for someone who is an excellent administrator with high expectations of themselves and their team. Who is an excellent communicator who is able to engage proactively with parents to raise attendance and is committed to the welfare and safeguarding of children. The successful applicant will be a good office manager who proactively and consistently makes a positive contribution to the school’s ethos and values.

**Applying for this post**

The enclosed job description and person specification identifies the requirements of the position advertised.

We are committed to safeguarding and promoting the welfare of our children and expect all staff and volunteers to share and be active with this commitment.

**This post is subject to an enhanced DBS check.**

Visits to our school are warmly welcomed on Wednesday 16th October 10:00 a.m.or Monday 21st October at 16.00. Please telephone to book.

**For an application form please visit website**:[**www.hardwickprimaryschoolderby.co.uk**](http://www.hardwickprimaryschoolderby.co.uk) or contact school bursar@hardwick.derby.sch.uk

**Interviews to be held Friday 8th November 2019** Closing Date: Monday

4th November 9:00 a.m.

Unfortunately, it will not be possible to notify unsuccessful candidates of the result of their application.

We look forward to your application.

Rani Sandhu

Head of School