

**HARDWICK PRIMARY SCHOOL**  
Dover Street, Derby, DE23 6QP

Tel: 01332 272249

**Office Manager**

Age Range: 3 – 11 years NOR: 570 plus 30 FT equivalent FS1

Start date: November 2019

Contract: Permanent

Salary: Grade E 37 hours 41 weeks (£20,751 - £22,462) pro rata.

We need an enthusiastic and committed office manager who has the knowledge, skills and drive required to make a difference to the lives of children in our community.

**This is a real opportunity to make your mark and contribute to the development of learning in our school.**

Hardwick Primary offers an inspiring modern learning environment for children, nurtured by a friendly, enthusiastic and supportive school team who believe our pupils deserve the best and who consistently strive to make improvements to our outstanding school.

We are proud of our school, our pupils, our team and our achievements and have big plans for the future.

Have you the skills and confidence to meet the challenges of this large, ambitious, vibrant, inner-city multicultural school?

We are looking to appoint a creative, experienced and enthusiastic office manager to provide administrative and organisational services to the school who:

* is an excellent administrator with high expectations, and uses this to deliver excellent service to the school;
* has high expectations of themselves and others;
* has the ability to reflect on and develop their own practice and that of others;
* is able to communicate, effectively;
* is well organised and proactive team player who will make a positive contribution to our school team;

The successful candidate will enjoy:

* happy and enthusiastic children who are keen to learn;
* working with a friendly, dedicated and supportive staff team;
* outstanding facilities in our new (PFI) building;
* a commitment to your professional development.

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

Visits to our school are warmly welcomed. 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.

DDAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, pre-employment and Disclosure Barring Service checks.The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided

DDAT welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

**Please only complete the DDAT application form and DDAT Reference/monitoring forms** attached with this advert. Unfortunately, other application forms or CVs will not be accepted. Send these to **bursar@hardwick.derby.sch.uk** before the closing date.