



St Matthew's Primary School

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Headteacher: Tony Davies

May 2024

Dear Colleague,

School Office Manager (permanent)

Hours to be worked: Monday to Friday, 8:00am-4:30pm, (40 hours per week); 39 weeks per year - 38 weeks during term time, with 5 additional days to be worked in the summer holiday period to support the effective running of the school.

Grade: Level 3, Grade 4, Points 7 to 11;

Salary: £24,294 to £25,579 pro rata, £12.63 to £13.50 per hour

With the coming retirement of our long-serving school office manager, St Matthew's Primary School is recruiting to fill the vacancy for this vital role. The successful applicant will be leading the friendly and dedicated team in our school office.

A school office is a busy place with many tasks. The office manager oversees the operation of the school office and shares in general administrative duties.

One of the key roles of the office manager is organising the distribution of tasks and responsibilities across the office team. We like to work closely with all of our staff to match their specific responsibilities to their experience, hours and, where possible, their interests. This supports our staff in their professional development. The office manager will play the lead role in achieving this for our office team.

The office manager is also responsible for carrying out a number of specific tasks including matters relating to HR (such as updating personnel records, administering payroll, recording staff absences), school admissions, collecting data for and submitting the school census, school, processing orders in liaison with the School Business Manager. A more detailed list of some of the key the tasks currently carried out by the office manager can be found in the document "Office Manager – Current Specific Responsibilities".

St. Matthew's is an exciting place to work. Situated in the centre of Cambridge, just off East Road near the Grafton Centre, we are a community primary school (not affiliated to any church, despite our name) serving a very diverse community with over 25 different languages spoken by the children. We have high academic standards, a positive, inclusive ethos, excellent pastoral care and a sense of innovation, adventure and fun. These characteristics are highly valued by our staff team, our children and our supportive parents.

The successful applicant will likely have previous experience in a busy office and the ability to relate well to children and adults. They will have excellent communication, organisational, literacy, numeracy, ICT and data base skills. A flexible approach to working as part of a team

and the ability to use their initiative and adapt to new systems with a good sense of humour is essential.

There may be some flexibility regarding the hours worked. The post would start fully in January 2025, though ideally the successful candidate would be available to work alongside our current office manager before this date to begin to learn the role.

In the application pack you will find:

1. An application form
2. Job Description
3. Person Specification
4. St. Matthew's Safeguarding and Child Protection Policy
5. A policy statement on the recruitment of ex-offenders

If you choose to apply please ensure that you complete the application form in full and that there are no gaps in your employment history record (please include any periods of unemployment). Please ensure your references include your most recent employer and, if possible, a reference from a post where you have worked with children previously. Please include a covering letter telling us about why you would like this role and telling us how you fulfil all the points on the person specification.

St. Matthew's Primary School is committed to safeguarding and promoting the welfare of all children. All our staff must share this commitment. Successful applicants will need to provide two referees and will be subject to an enhanced DBS check.

Visits to the school are welcome or, if that is not possible for you, I am happy to discuss the role over the telephone. Please contact the school office should you wish to arrange a visit or talk with me.

The closing date and time for applications will be Monday 18th November 2024 at 9:00 am. Interviews will follow shortly thereafter.

Once again thank you for your interest in this post and I do hope you choose to apply.

Yours sincerely,

A handwritten signature in black ink that reads "Tony Davies". The signature is written in a cursive style with a large, sweeping initial 'T'.

Tony Davies
Head Teacher