



Howard Primary School

Office Manager

Howard Primary School Dering Place Croydon CR0 1DT

Contracted Working Pattern:	Monday to Friday , term time plus 2 weeks (including all five INSET days)
Contracted Working Hours:	36 hours per week (08.00 – 16.00, excluding unpaid break)
Salary:	Grade 6 points 18 - 20 (£32,925 – £33, 957 pro rata)
Contract:	Permanent
Application deadline:	Monday 25 th March 2024
Interviews will take place during week commencing 15 th April 2024	
Start date:	As soon as possible

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Howard Primary School is an inclusive, dynamic two-form entry school with a positive ethos and strong Core values: **Be Kind, Be Safe, Be Respectful and Be Prepared**. We are therefore very pleased to offer the opportunity for an Office Manager to join our vibrant school located in South Croydon.

We are seeking a highly organised and efficient individual to join our team as Office Manager. The successful candidate will play a crucial role in overseeing the daily administration and ensuring the smooth running of the school office. This includes line managing administrative and premises staff. The Office Manager will be responsible for maintaining confidentiality, managing processes, and contributing to the planning and development of support services within the school.

Please review the associated Job Description and Person Specification for further details.

If working at our school appeals to you and you believe you have the skills, experience and personality we're looking for, you are encouraged to apply as soon as possible as applications will be assessed on receipt and individual interviews arranged.



Head Teacher: Jackie De Saulles (B.Ed.)

Telephone: 020 8688 4216

Email: office@howard.croydon.sch.uk

Website: www.howard.croydon.sch.uk



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Application forms should be completed electronically and emailed to Rachel Enwonwu, Office Manager: hr@howard.croydon.sch.uk on or before Wednesday 20th March 2024. Applications received after the closing date will not be considered.

All documents relating to this position can be found below and also downloaded from the school website.

If you have any queries in connection with this position, please contact Rachel Enwonwu, Office Manager on 020 8688 4216.

CVs are not accepted. No agency enquiries will be responded to.

Safeguarding Statement

Howard Primary School is committed to safeguarding and promoting the welfare of children and to equality of opportunity. References for shortlisted candidates will be sought prior to interview and an Enhanced Disclosure via the Disclosure and Barring Service will be completed on the successful applicant. Photographic identification and certificates of all relevant qualifications will need to be provided at the interview stage. Any further vetting checks, in line with the requirements of Keeping Children Safe in Education 2022 will be completed following a provisional offer of appointment. Where applicable, if an applicant with a provisional offer of employment has lived and/or worked outside the UK, they will be required to obtain a Certificate of Good Conduct.

In line with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) the school is responsible for holding and protecting personal data. The school is required to share some data with the Local Authority and the DFE; please see the Job Applicants' privacy notice.

In line with Keeping Children Safe in Education 2022, online searches may be completed as part of the due diligence on shortlisted candidates, searching online content that is publicly available for inappropriate online content that may suggest that a shortlisted candidate may not be suitable to work with children, or that may harm the reputation of the school. If any issues of concern come up in online searches, shortlisted candidates will have an opportunity to address these at interview.



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