

Gwendoline Drive  
Countesthorpe  
Leicester  
LE8 5SG



We have a vacancy for an

## Office Manager

- **Permanent contract**
- **25 hours per week, Monday to Friday 8.30am to 2pm (30 mins lunch)**
- **Circa 50 weeks per year, 24 days' holiday plus statutory bank holidays (part of holiday allocation to be taken during the Christmas break when the school is closed)**

**Start date:** TBC **Salary:** LCC Grade 8, pp 20-23 (£20,727 - £22,658 pro-rata)  
Dependant on experience

Greenfield Primary School is a popular school in Countesthorpe with a caring, family ethos. We have expanded our school provision with the opening of Greenfield Pre-School on 4th September this year. The pre-school is already full with a waiting list. We are looking for an enthusiastic and capable office manager to deal with the administration for the pre-school and contribute to its development and growth at this exciting time.

### We offer:

- Competitive salary
- An Ofsted rated 'Good' school with an excellent reputation and consistently good academic results
  - Excellent pastoral support
  - The opportunity to join the Local Government Pension Scheme
    - Discounted childcare (Breakfast and After School Club)
  - Training and career development opportunities, in house and external
    - An occupational sick pay scheme

If you would like to apply for the post, please submit the following to the school:

- **A completed application form**
- **A letter of application clearly stating why you think you should be considered for this post**

The last date for the acceptance of applications is:

**Friday 29<sup>th</sup> September 2017 at 3.30pm**

(either by post or email to [office@greenfield.sch.uk](mailto:office@greenfield.sch.uk))

**Please note:** Interviews will take place during the week commencing 2<sup>nd</sup> October 2017.

If you are invited to attend for interview, references will be taken up prior to the interview date.

**Greenfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce. An enhanced DBS check will be required for this post.**