November 2024

Dear Candidate

**Office Manager**

**Required from January 2025**

Brook Lodge Community Primary School is seeking to appoint an Office Manager, who has the right qualities to make a difference to our children and our community as part of our inspirational school.

We are looking for someone who is organised, hard-working and enthusiastic and who wants to become part of a great team and support our school in it’s administrative, financial and organisational processes. Our school is driven by a powerful ethos that recognises the unique value of each individual. We want MAGIC children - Motivated, Aspirational, Growing in Independence and Confidence and we want MAGIC staff too.

We are seeking a member of staff who will carry out tasks efficiently and effectively, but can also work collaboratively with staff, parents as well as children, to help support and enable our school to provide the opportunity for our pupils to achieve fantastic outcomes. We are also looking for an office manager who will challenge themselves and look to constantly develop their skills.

The Everyone Matters Schools Trust is working hard to make a difference to staff training and workload by investing time, technology and support to make Rainford Brook Lodge Primary School a great place to work. You will have access to training and support from staff at the trust where you need it, as well as a chance to work with an experienced administration assistant in the office who will only be too happy to support you and help you settle in. If you believe you are good enough and can meet the standards, maybe Rainford Brook Lodge is the school for you. We look forward to receiving your application.

***The school is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees and volunteers to share this commitment and staff will be recruited and selected in line with safer recruitment policy and practice. The successful applicant will undertake an enhance DBS check.***

Completed application form and supporting letter should be returned to [jobappsbrooklodge@sthelens.org.uk](mailto:jobappsbrooklodge@sthelens.org.uk) or hand in to the school office.

Yours sincerely

A signature of a person

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**Mr Phil Reece**

**Headteacher**