



Fishburn Primary School

School Office Manager

Grade 6 – Permanent (37 hours per week – Term Time)

£ £21,129 to £24,920. (Pro-Rata)

The Governors of Fishburn Primary School wish to appoint a highly motivated, hardworking friendly and pro-active School Administrator to join our team.

You will be responsible for providing effective and efficient administrative, clerical and financial support to facilitate the day to day running of our very busy School Office. Fishburn is an inclusive, caring and friendly school with a creative approach to teaching and learning.

The successful applicant will:

- be the public face of the school
- undertake day to day administrative and financial duties
- possess at least NVQ4 or equivalent in a relevant discipline
- be very confident in the use of ICT Microsoft packages such as Word, Excel SIMs and email
- have excellent communication skills, both verbal and written
- have a high standard of English, Maths and ICT
- have a positive attitude and the ability to establish and maintain good working relationships
- be an excellent and enthusiastic practitioner, committed to high standards
- make a valuable contribution to the work of the school and support its ethos
- be flexible and friendly

The Governing Body is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to an enhanced disclosure DBS check.

Durham County Council is an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.

Applicants with disabilities will be invited for interview if the essential job criteria are met.

Where our roles are customer facing and you are required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

As a disability confident employer, we are committed to employing disabled people with health conditions making reasonable adjustments to support disabled applicants when required.

Closing date – Wednesday 11th May 2022

Interviews to take place week beginning Monday 16th May 2022