



Job Profile: JE0448

Job Advertisement: Federation School Office Manager

Start Date: As soon as possible

Pay Range: Level 4/ Grade G. Salary range £33,957 - £37,443 [pro-rata] *Pay Award pending*

Contract: Permanent, Term Time Only (+ 3 weeks)

Hours: 36 Hours per week (08.00 to 16.00 with 45 mins unpaid lunch break 4 days a week, 1 hr lunch break 1 day a week)

Do you have extensive managerial and school administration experience? If so, this School Office Manager role could be the perfect opportunity for you!

At **Moss Hall Schools Federation**, our aim is for every child to thrive. We value kindness and hard work so that we all make a positive difference in our school and community. You will be joining a federation of 2 schools, Moss Hall Infant and Moss Hall Junior Schools who serve our inclusive and diverse West Finchley community.

We are excited to be offering this new role to lead and coordinate all administrative functions and ensure the smooth running of our Infant and Junior, two school federation. You will work closely with the leadership team to ensure a high performance, professional service for staff, our pupils and their families.

You should be a proven team leader, who is resilient and confident in decision making, who can identify and deliver efficiencies whilst keeping our school values at the forefront of your thinking. You will be able to work under pressure, possess an eye for detail, be able to train and develop staff in your team and be able to motivate others.

School Office Manager Requirements:

- Educated to NVQ level 4, HND or foundation degree level and/or equivalent knowledge and experience in specialist areas of Business and Administration.
- Significant, successful office experience in a senior administrative role in a school setting.
- Knowledge and understanding of Data Protection, Safeguarding and confidentiality issues.
- Experience of initiating and / or managing projects in order to bring about positive change.
- Deep and broad knowledge and understanding of the school, school policies and procedures, including admissions and attendance monitoring.
- Thorough knowledge and understanding of appropriate specialised systems and administrative platforms including excellent IT skills across a range of systems and MIS, in particular Arbor.
- Experience of successfully leading and developing a team and working collaboratively.
- Excellent communication skills, written and verbal.
- An eagerness to undertake training in order to develop in the role.



Moss Hall Schools Federation

Moss Hall Infant School: Moss Hall Grove, Finchley, N12 8PE 020 8445 9735

Moss Hall Junior School: Nether Street, Finchley, N3 1NR 020 8445 7965

www.mosshall.school

If you would like to find out more about the role and school or arrange a visit, please contact Mrs Haleh Honarзад who will connect you with a senior leader. Contact us via recruitment@mhi.org.uk

Apply online via **Moss Hall schools Federation website, TES, SJN.**

Please note we **cannot** accept CVs.

Please also note, this role has a short recruitment window. If interested, apply immediately.

Application Dates:

Closing date: Monday 18th November 2024

Shortlisting: Tuesday 19th November 2024

Interviews: Friday 22nd November 2024

Start date: Monday 6th January 2025 or sooner (Start date negotiable for the suitable candidate)

Moss Hall Schools Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and satisfactory references.