



Schools Advertising Request Form

School name:	Houghton Regis Primary School	
Address:	St Michael's Avenue, Houghton Regis, LU5 5DH	
Telephone number:	01582 867487	
E-mail address:	houghtonregis@cbc.beds.sch.uk	
Job title:	Office Manager	
Hours of work:	40	
Salary teaching post:	Scale:	
	<i>eg. MPS + TLR</i>	
	Allowances incl amount:	
Salary non teaching post:	Grade/Level:	<u>3D.20</u>
	Minimum and Maximum range:	
Advert text: <i>(Include a brief description of the job role, skills required of the applicant and the benefits of working for your setting)</i>	<p>Would you be interested in becoming part of our team? We are looking for a friendly, caring, organised and experienced Office Manager to join us as soon as possible. This is a busy and varied role and you will ensure the smooth running of the office and team, keep a firm grip on day-to-day procedures whilst meeting all deadlines. Excellent ICT and communication details are essential. Previous experience of school office procedures and information systems are essential. The successful candidate must be able to deal with confidential data and issues with discretion. We are committed to safeguarding the children in our care. The successful applicant will be subject to enhanced clearance through the Disclosure Barring Service.</p> <p>http://www.houghtonregisprimary.co.uk/vacancies</p> <p><i>Visits to the school are actively encouraged and warmly welcomed, please contact Maria Appleton, School Business Manager</i></p>	
How to apply:	For further details and an application pack please contact	
	Contact name:	Maria Appleton



	Tel:	015825 867487
	Email:	houghtonregis@cbc.beds.sch.uk
Closing date for applications:	Friday 15th September, 12 Noon	
Interview date:	Thursday 21st September	

Please return your completed form to academy@centralbedfordshire.gov.uk

Your advert will automatically be placed on our First Hand website on Tuesday of each week www.centralbedfordshirechildrenstrust.org.uk