

# Work with us!



Ralph Sadleir School is a popular academy for 9 - 13 year olds in a rural setting. It enjoys an excellent reputation due to its high standards, the wealth of opportunities offered and the care it offers its pupils. Our school has been rated 'Good' by Ofsted in September 2016. We work closely with our pupils, parents/carers and staff to embed our ethos and to foster a safe, caring and positive environment.

**Post Title: School Office Manager**

**Salary Grade: H6 (£23,484) - H7 (£28,226) pro rata**

**Hours: 37 hours, term time only**

Our Board of Directors and Headteacher are looking to appoint an enthusiastic, dynamic and well organised School Office Manager to drive forward the business aspects throughout the school. This is an opportunity for an ambitious and energetic person to take a full and active role in the successful running of the business side of the school and to make a major contribution to the overall development of the school.

The successful candidate will work with the senior leadership, admin team and the finance officer to deliver continuous school improvement that results in excellent value for money and positive outcomes for our pupils. They must have excellent interpersonal skills, experience of managing staff, a proven track record of raising standards and the ability to work effectively with all stakeholders. They must also be an effective team player and be able to plan and think strategically.

We can offer you a supportive school where all staff are striving to create the best outcomes for our children who are well motivated, hardworking and happy. We also have staff, parents/carers and governors who are enthusiastic, caring and committed to working as a team to achieve whole school improvements and raising standards. You will have the opportunity to develop new skills and stay motivated through the guidance and support of the Senior Leadership Team.

**How to Apply:** Further details can be found on the school website [www.ralphsadleir.herts.sch.uk](http://www.ralphsadleir.herts.sch.uk) or at [www.teachinherts.com](http://www.teachinherts.com). To arrange a visit, please contact Clare Pinto on 01920 821042 or email [c.pinto@ralphsadleir.academy](mailto:c.pinto@ralphsadleir.academy). Further information about our school activities can be found on the school website and Facebook. Closing Date: Friday 27th May 2022. We reserve the right to withdraw the position before the closing date, so early applications are encouraged.

Completed application forms and supporting letters should be sent to Mrs C Pinto, PA to SLT at: [c.pinto@ralphsadleir.academy](mailto:c.pinto@ralphsadleir.academy)

**Closing Date: Friday 27th May 2022 @ 9am**

**Interviews: w/c 7th June 2022**

*Ralph Sadleir is an equal opportunities employer. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure Barring Service.*

*Proud to Achieve*