



Job Title:	Office Manager
Grade:	8 £22,575 - £24,924 FTE depending on experience
Type:	Permanent
Start date:	October 2023
Responsible To:	The Headteacher
Hours of work	8.30am – 4.30pm Monday to Friday (35 hours per week) 42 weeks per year (including 38 term-time weeks and 4 during school holidays at the direction of the Headteacher)

Are you ready to join a school that truly believes in empowering every child to rise to the challenge? Foxton Primary School, nestled on the edge of Market Harborough amidst the stunning countryside, is on a mission to provide an exceptional education that fosters courage, respect, and responsibility in every student. We are seeking a dedicated and professional Office Manager to become an integral part of our passionate and inclusive team.

About Foxton Primary School

Situated in a picturesque rural setting, Foxton Primary School is a place where traditional values meet 21st-century educational excellence. Our motto, 'rise to the challenge,' underpins our commitment to equipping students with the knowledge, skills, and compassion to make a positive difference in society. We celebrate individuality, encourage self-belief, and instil a deep sense of responsibility toward oneself, others, and the environment.

About the Role

As our Office Manager, you will play a pivotal role in the daily operations of Foxton Primary School. Working closely with the Headteacher and the wider school community, you will exemplify our core values in all aspects of your work. Your professionalism, dedication, and belief in our school's mission will be essential in helping us provide a nurturing and inclusive learning environment for our students.

How to Apply

To apply for this role, please email head@foxton.leics.sch.uk to request an application pack. Visits to the school are encouraged and can be arranged via the school office. Completed application forms should be returned by email to the attention of Mr George Norman. Applications close at 5pm on Friday 29th September and interviews scheduled week beginning Monday 2nd October.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e., it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore, a DBS enhanced check is an essential requirement.