

<b>SCHOOL NAME ADDRESS</b>	Totley Primary School Sunnyvale Road Sheffield S17 4FB
<b>TEL/FAX EMAIL</b>	Tel: 0114 2364482 enquiries@totley.sheffield.sch.uk
<b>POST TITLE</b>	Permanent, Part-time School Manager
<b>GRADE AND SALARY</b>	Grade 5 (£21,074 - £24,657 pro rata)
<b>HOURS PER WEEK / WEEKS PER YEAR</b>	18.5 hours/41 weeks per year 12.30 pm – 4.00 pm – Wednesdays 8.30 pm – 4.00 pm – Thursday and Friday
<b>CLOSING DATE</b>	Friday, 30 November 2018
<b>INTERVIEW DATE</b>	Thursday, 6 December 2018
	<p><b>Required for January 2019</b></p> <p>We are looking for an exceptional individual who is enthusiastic, efficient and highly organised to fulfil the role of School Manager.</p> <p>Working closely with the Headteacher, the post holder will be required to support the senior leadership team in its aims and objectives by leading and effectively managing the school office staff as well as keeping the school running smoothly. This is a varied role which will include administration, collation and circulation of information, event organisation and producing written correspondence to staff and parents.</p> <p>Working in a busy environment it is essential that you are a 'people person', with outstanding interpersonal skills, exceptional communication and IT skills and the patience to deal professionally with all of the schools stakeholders, including pupils, visitors, school governors and parents. This role is suited to someone who has experience of line managing, enjoys problem solving and the ability to multi-task in a fast paced role, whilst keeping a positive attitude at all times.</p>

You will need to be friendly, approachable and have high professional standards, with a willingness to show initiative in order to improve practices. Flexibility and a good sense of humour are essential to this role as is being a good team player.

If you are looking for a challenging and rewarding role in a vibrant and rapidly changing school, we'd like to hear from you.

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete a Disclosure and Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

The ability to converse at ease with students and members of the public, and to provide advice in accurate spoken English, is essential to the role.

Visits to the school are welcomed and recommended. For further details and an application pack, please contact Mrs Melanie Fetch on 0114 2364482 or alternatively request an application form by emailing [enquiries@totley.sheffield.sch.uk](mailto:enquiries@totley.sheffield.sch.uk). Please only complete the Mercia Learning Trust application form.