

Hull Collaborative Academy Trust



Collingwood Primary School

Office Manager (Maternity Cover)

Grade 7, Point 20-24 (£28,371 - £31,099 FTE)

Actual starting salary - £24,697.97

37 hours per week, term-time plus 5 days.

8:00am to 4:00pm

(Required from November 2023 until October 2024)

The Headteacher, trustees and children of Collingwood Primary School are seeking to appoint a creative, resourceful, friendly and committed Office Manager to cover maternity leave.

Collingwood Primary is a medium sized multicultural school which sits in the heart of a caring community. The school strives to ensure children achieve both academically and socially and provides education for children from the age of three to eleven.

We are seeking to appoint a person who can demonstrate the following:

- Excellent organisational skills
- A person who is warm and empathetic
- Has high expectations for the children in our care
- Somebody who has high expectations of themselves and others.
- Someone able to communicate effectively with others.
- Previous school office experience is desirable but not essential.

In return we offer:

- Amazing children who love to learn and are committed to their community.
- Staff and Trustees who are committed, up for a challenge and excited about the future, and who care about the children that they teach.
- A school community that is keen to learn and be the very best that they can.

Visits to the school are welcomed and encouraged. Please contact the school office on 01482 331914 to arrange a visit.

If you wish to apply for the role, please contact the HCAT HR & Recruitment Advisor at Emily.Mansfield@hcat.org.uk to request an application pack.

Closing date: Friday 6th October 2023, at 12.00pm (noon)

Interviews: TBC

The trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

As part of our safer recruitment procedures, online checks (including social media) may be carried out by the Trust, as part of our shortlisting process.