



St Peter's School Huntingdon
St Peter's Road
Huntingdon
Cambridgeshire
PE29 7DD

Tel: 01480 846797

Email: recruitment@stpetershuntingdon.org

Website: <http://www.stpetershuntingdon.org>

Head Teacher – Mr C Bennet

School Office Manager

Salary – Grade 5 Points 12-17 (£22,571-£24,920 FTE)

37hrs per week Term Time (+20 days including five professional days)

Required September 2022

Contract Type – Permanent subject to completion of probationary period

St Peter's School Huntingdon, as part of The Cam Academy Trust, is seeking to appoint an enthusiastic, experienced and energetic individual to the post of Office Manager.

As Office Manager, you will be responsible for ensuring the smooth running of the main school office on a day to day basis as well as reprographics and first aid and line manage a team of administrative staff.

You will be expected to work across the beginning and the end of the summer holidays to ensure that new admissions are input into the MIS and timetables are assigned prior to the start of each new academic year. You will also need to ensure that any new admissions are dealt with effectively.

This is a busy and varied role and we are looking for someone who has experience managing an office and leading a small team. The ideal candidate will have excellent communication skills, be able to prioritise their workload and meet deadlines.

For an application pack, please visit our website www.stpetershuntingdon.org and follow the vacancies link or email recruitment@stpetershuntingdon.org

The closing date for receipt of applications is midday on Monday 27th June. Interviews will aim to take place the following week.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, satisfactory references and a medical questionnaire.

