



AYLESTONE SCHOOL

FEDERATED WITH WITHINGTON & BROADLANDS PRIMARY SCHOOLS

Broadlands Lane, Hereford. HR1 1HY

Tel. 01432 357371 / Fax. 01432 263925 admin@aylestone.hereford.sch.uk

Aylestone School is a co-educational 11-16 school, located in the picturesque Cathedral City of Hereford, adjacent to the Herefordshire Colleges' campus for Further Education, and 10 minutes' walk from the City railway station.

Withington Primary school is a small, rural school with under 80 pupils and is a few miles into the beautiful Herefordshire countryside. Broadlands Primary school is adjacent to Aylestone School and has around 180 students.

FEDERATION OFFICE MANAGER

Permanent position, Term Time Only plus 10 days.

Grade HC6 – £20,138 to £23,398 prorata.

Required as soon as possible

An exciting opportunity exists to recruit an experienced Office Manager with excellent communication and organisational skills. This post requires initiative, flexibility, patience and the ability to work under pressure. You will oversee an administration team and directly support the Head teacher and Senior Leadership Team. We would like to hear from you if:-

- you have previous experience of working in an education environment
- you have enthusiasm and a strong commitment to achievement, safeguarding and welfare of all children
- you have a sense of humour and high expectations of pupil behaviour
- you are flexible, accommodating and a team player

If you are interested, contact Mrs Kelly Welsh, PA to the Headteacher (01432 357371) to arrange to visit the school, or to discuss the post over the phone with Mr Robertson, the Headteacher.

Aylestone is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS Disclosure.

Closing date: 12 noon Thursday 1st March 2018

Interview date: Monday 5th March 2018