



Greenland Community Primary School
Office Manager
Salary: Grade 3, Point 9-13 (£19,562 - £21,176)
N.O.R. 344

Required for 1 July 2021, The Trustee Board of Stanley Learning Partnership Multi-Academy Trust, seeks to appoint a committed, experienced and enthusiastic Office Manager for Greenland Community Primary School.

Applicants are invited to speak to Miss Annemarie Lewis, Headteacher of Greenland Community Primary School on 01207 232147, regarding any aspects of the role in general.

Application forms and an information pack are available from and returnable to Michael Tallentire, c/o Stanley Learning Partnership Ltd. Unit G3, Tanfield Lea Business Centre, Tanfield Lea North Industrial Estate, Stanley, County Durham. DH9 9DB on receipt of a large s.a.e. Alternatively, you can email m.tallentire300@stanleylearningpartnership.co.uk

Stanley Learning Partnership Multi Academy Trust is an Equal Opportunity Employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

✓✓ Applicants with experience of disabilities will be invited for interview if the essential job criteria are met.

Closing date for receipt of applications: Friday 7 May 2021 at noon.

Stanley Learning Partnership is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory DBS Disclosure form.

THE POST IS NOT OPEN TO JOB SHARE

Tom Harpe
Chair of the Trustee Board