

Principal: Nicola Ashton BA (Hons), NPQH

Kepier T: 0191 512 8960
Dairy Lane
Houghton-le-Spring info@kepier.com
Tyne and Wear DH4 5BH www.kepier.com



School Office Manager

37 hours per week

Full Time Permanent

NJC Scale 7-10 £20,092 to £21,322

We have an exciting opportunity available for a full-time School Office Manager to join our team at Kepier. You will be expected to lead and manage an effective Front of House provision, the Administration and the Communication function of the school.

You must demonstrate high levels of customer service, interacting effectively with a broad range of stakeholders, including learners. The right candidate will have a good standard of IT skills, specifically high standards of word processing. The experience or the ability to carry out administrative tasks, including the ability to present work clearly and professionally, is essential. Experience of using and creating reports in SIMS is desirable. The successful candidate must have a proactive and flexible approach, be confident in working effectively within a busy environment, and be capable of dealing with multiple tasks.

Kepier is committed to promoting and safeguarding the welfare of children and young people. Enhanced Certificate of Disclosures are required for this position. Please note that in all cases written references will be sought and made available to interviewers before the final selection stage. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.

Application form, job description and person specification are available online at www.kepier.com. Applications should address the candidate profile, key attributes and evidence experience relating to the full job description.

Applications to be returned to Sonia Younghusband HR Manager by email to recruitment@kepier.com no later than Wednesday 10th November 2021 at 12.00 noon. It is hoped that interviews will take place the following week.

We fully appreciate the time and effort required in completing an application and, whatever the outcome of this particular process, we are grateful for your interest in working at Kepier and wish you every success with your future career. Applicants who have not been contacted within 2 weeks of the closing date should assume they have been unsuccessful.

Registered Office:
Dairy Lane, Houghton-le-Spring,
Tyne and Wear DH4 5BH
Company Registered in
England and Wales:
Registered Number 07693870

