

## ADVERT

### Office Manager

***Grade F – SCP -17-23. £24,491 - £27,741 (pro rata)***

***Full Time / Permanent post***

***37 hours a week***

***Term Time plus 20 days***

The Governors of Thornleigh Salesian College are looking to recruit a proactive and dynamic individual to take up the post of Office Manager.

The successful candidate will lead our school administration team to provide and maintain a high level and consistent service within a busy and thriving 11-18 school.

You will also have experience of successfully developing systems and processes to continually improve our function in school. You will have a keen eye for detail and have the ability to prioritise and delegate workloads in order to meet strict deadlines, this together with experience of staff supervision and excellent inter personal skills, are essential to the post.

We are committed to ongoing professional development and to supporting the wellbeing of all our staff

As a school we welcome visits to any prospective candidate, please contact the Headteachers PA, Mrs Stella Holland to book an appointment to come and meet with us by emailing [sholland@thornleigh.bolton.sch.uk](mailto:sholland@thornleigh.bolton.sch.uk)

**Closing date for applications: 12 noon Tuesday 19th October 2021**

**Interviews: Thursday 21<sup>st</sup> October 2021**

Application packs can be downloaded from the school website or via [sholland@thornleigh.bolton.sch.uk](mailto:sholland@thornleigh.bolton.sch.uk)

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.

The successful applicant will be required to complete an enhanced DBS check.