



## Downside Primary School

Chaul End Lane, Luton,  
Bedfordshire LU4 8EZ

**T:** 01582 587160

**E:** dpsadmin@downside-primary.co.uk

**W:** www.downside-primary.co.uk

**Headteacher:** Miss Karen Hooker

16<sup>th</sup> December 2024

### **OFFICE MANAGER ROLE (Maternity Cover)**

Dear Candidate

Thank you for showing an interest in the Office Manager role in our school.

Downside Primary school is a large five form entry primary school, with over 1000 children on the school role. The school office currently has two clerical assistants and an Office Manager. Our Office Manager is due to start her maternity leave in the last week of February, we require a person to support the office team and provide cover for the maternity leave.

#### **The role:**

As the school has expanded the front reception has become a busy place, especially first thing in the morning and at the end of the school day. The successful candidate will be one of a team who will be the first point of contact with children, parents, and visitors. We need a friendly, welcoming person who speaks good English in order to be able to deal with the wide range of enquires.

The office manager will be responsible for the overall working of the main office and will manage the team. Key responsibility will be the administration for the Breakfast and After School club bookings, invoicing parents for unpaid debts and dealing with queries. Other tasks will involve supporting the Office team in the administration tasks of the school – opening post, writing letters, photocopying etc. Experience of working in a busy office would be an advantage.

The hours of work are from 8:30am – 4pm – 6.5 hours a day, excluding a one-hour unpaid lunch hour.

Please see the job description and person specification for further information on the role.

Closing date for the post is **6<sup>th</sup> January 2025 @ 12 noon.** No applications will be accepted after this point. If you have not heard by 10<sup>th</sup> January your application has been unsuccessful in this instance.

Yours Sincerely

