

Required to start Monday 28th April 2025

Salary Range: Grade 4 £33,366 - £40,476

Contract: 8am – 5pm Monday – Thursday. 8am – 4:30pm Friday (plus time negotiated in holidays)

Senior office manager.

The Pines is an all age special school, we have 280 pupils on roll, from the age of 4 up to 16 all with a diagnosis of Autism. We are part of the Birmingham Special Schools Cooperative Trust and are a maintained Foundation Special School. Our vision is to create a safe and happy environment for children to develop life-long communication skills to become valued members of modern day society.

- P**rotect We endeavour to create an atmosphere where our pupils feel safe.
- I**nspire We inspire our children to be the best they can.
- N**urture We nurture our children's individuality.
- E**mbrace We celebrate our differences and give everyone a chance. Everyone is precious and included in our school.
- S**ucceed We celebrate all achievements, no matter how big or small!

We are seeking to appoint committed, hard-working, well organised, enthusiastic Senior Office Manager to join and lead our busy office team.

Key Requirements:

We are looking for someone who:

- Has experience working in a school environment
- Has excellent interpersonal and communication skills and a calm, friendly and positive, professional demeanour
- Is well organised, flexible and methodical – with an eye for detail
- Can manage their workload effectively and prioritize tasks
- Has excellent ICT skills and is confident using Microsoft programs, SIMs and emails
- Has a good overall knowledge of HR best practice such as GDPR policy and procedures and recruitment processes

Key responsibilities

- to manage the efficient and effective running of the school office, devising new systems as required and improving business efficiency and quality standards
- supervision of office and lunchtime staff
- Liase with and establish contacts with a variety of outside suppliers of goods or services
- Be responsible for administering schools' admissions procedures and accurately maintaining the pupil related information system on SIMs
- Completing staff returns, and HR issues - including return to work meetings, recruitment procedures and checks
- Work alongside the finance team and provide support and information
- Link with business managers and office managers within the trust
- Providing support to leadership during confidential meetings.

- managing the schools email inbox
- maintain the SCR and associated records
- Adhere to the ethos and vision of the school
- Be committed to the safeguarding and welfare of all pupils.

In return, we can offer:

- A welcoming and friendly school and community with a positive ethos
- An effective and supportive leadership team
- Enthusiastic and dedicated members of staff and governors
- A skilled and experienced administration team

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

This school is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

In line with KCSIE 2024, shortlisted applicants will undergo online checks prior to interview.

How to apply:

Telephone: 0121 464 6136

Email: enquiry@pines.bham.sch.uk

[Please contact Fiona Smith if you require further information or to look around the school](#)

Closing date: 14th February at noon

Interview date: 24th February 2025