



West Sussex County Council Thomas A' Becket Infant School

Pelham Road, Worthing, West Sussex, BN13 1JB



Headteacher: Mrs A Dingwall **Deputy Headteacher:** Miss C Wade
SENDCo / Inclusion Manager: Mrs T Bourne **School Business Manager:** Mrs C Foot

Office: 01903 235386

Email: office@tabinfant.org.uk

Website: www.tabinfant.org.uk

Vacancy

Office Co-ordinator & Communications Lead

Job Summary

Salary	Grade 5, £24,294 - £24,702 (£16,092 - £16,362 pro rata)
Location	Thomas A'Becket Infant School
Address	Pelham Road, Worthing, BN13 1JB
Website	www.tabinfant.org.uk
Email	vacancies@tabinfant.org.uk
Telephone No	01903 235386
Required From	asap
Contract	Permanent (term-time only) 29.5 hours per week

Job advertisement

Thomas A' Becket Infant School is a very large, friendly Infant School with 510 children on roll. An exciting opportunity exists for a highly organised and positive Office Manager with an enthusiastic and welcoming personality to join our busy school.

You will play an important part in our professional team, co-ordinating the front office team and communicating with pupils, parents, staff and the wider community. You will be able to demonstrate a calm, positive attitude, and the ability to multitask within an extremely busy school office environment.

The role will include overseeing the daily administration of the school office; managing social media channels and reinforcing our key PR communications across various digital and traditional platforms; reviewing and improving key administrative and organisational processes within the school; providing administrative support to the Senior Leadership Team and coordinating events. You must therefore have strong interpersonal and communication skills, in person as well as in written communications and when using the telephone. You will also be able to demonstrate excellent organisational skills, be able to work independently and make informed decisions to balance the range of tasks within the role. You will also have highly competent IT skills and excellent attention to detail.

You will be able to develop and maintain positive working relationships with staff, parents, carers and professionals. The successful applicant will also provide cover at key times as required for the main office, including administering first aid. You will either already have or be willing to undertake a First Aid qualification.

Given the nature of the role, the post holder must maintain the highest standards of integrity, confidentiality and impartiality in all school dealings and in particular in dealings with parents and outside agencies.



More detailed information about our school can be found in the attached information and on our school website www.tabinfant.org.uk. Visits to our school to meet with our Business Manager and Office Team are welcomed - please telephone Claire Foot, Business Manager for an appointment on 01903 235386.

Completed applications including a letter of support not exceeding two sides of A4 paper should be sent by e-mail to vacancies@tabinfant.org.uk

This role is a permanent, term time only contract. Working hours are 9:00 am to 4:00 pm Mon and 9:45 am – 4:00 pm Tues – Fri, including a 30-minute unpaid break. These times may be negotiable and there may be occasions when some flexibility in working hours may be required.

Thomas A Becket Infant school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and this post is subject to DBS and pre-employment checks.

West Sussex County Council meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. Please note, because of the nature of this job, if you are successful in your application you will be subject to an Enhanced Disclosure and Barring Service check. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

Candidates invited to interview should be aware that relevant criminal convictions and other associated information will be discussed at the interview in order to assess job-related risks.

Closing date for applications is: 9:00 am Monday 9th September 2024 *
Interviews will be held week commencing 16/09/24 *

* We advise applying promptly for this post as we reserve the right to bring forward either of these dates for suitably qualified applicants (either by qualification or experience)