

St John's C of E VA First School



**Together, we will give our children the
'ROOTS TO GROW' and the 'WINGS TO FLY.'**

VACANCY –SCHOOL OFFICE MANAGER

St John's CE VA First School, Christchurch Street East, Frome, Somerset BA11 1QG

Required as soon as possible

This position is initially offered on a temporary basis until the end of August 2026

3 days per week / 22.2 hours

**Salary Range: Somerset Pay Spine grade 12 £27,711 - £31,067 (pro-rata)
(we will consider a two day week post if a suitable candidate requested this)**

Headteacher: Mrs Teresa Gilbert and Mrs Nicole Simenton

Age Range 4 – 9 NOR 198 Tel 01373 462251

email: office@stjohnsfrome.co.uk

web: www.stjohnsfrome.co.uk

We are a Church of England first school in the heart of the busy market town of Frome in Somerset.

The Headteacher and Governors of St John's First School wish to appoint an efficient and organised School Office Manager. This role will be supported by a School Administrator and Finance Assistant who are in post and a Finance Officer appointed to the school by the Local Authority.

The school has purchased a lot of finance support from the LA. There will be some finance actions to support with budget setting, management and monitoring. The other main areas of responsibility will be HR / Payroll / Premises / Health and Safety.

We seek candidates who:

- Establish themselves in this busy role quickly and with dedication
- Work well within a team and independently
- Can develop and manage effective administration systems and lead the school's development of its MIS and financial management system, Arbor
- Support our Christian ethos
- Have the potential and capability to develop themselves professionally

In return we can offer:

- A welcoming school community with a strong values-led ethos
- Experience of working in a caring environment, supporting children and staff to be the best they can be
- A committed and experienced staff team
- Opportunities to develop professionally
- A commitment to developing the school environment to make the best use of the buildings and grounds for the community
- Supportive and committed governors and parents
- A school committed to improvement and embracing change and development into the future

For a full description of the role, see the job description and person specification. We encourage you to get in touch with any questions, and we warmly welcome visits to school. **Application packs can be downloaded from the school website (www.stjohnsfrome.co.uk/vacancies) or requested from the school.**

St John's First School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. References will be taken up for all shortlisted candidates prior to interview. An Enhanced Disclosure and Barring Service (DBS) check is required for the successful candidate.

Closing Date: Monday 9th March Midday