**OAKFIELD SCHOOL**

Hopewell Road, Hull, HU9 4HD

Tel: (01482) 854588

E-mail: [admin@oakfield.hull.sch.uk](mailto:admin@oakfield.hull.sch.uk)

Headteacher: Rachel M Davies

110 Place SEMH School

35 Place Residential Provision

Age Range 10 – 16 years

**Office Manager (Grade 6)**

Permanent – 37 hours per week

(Actual Salary £20,092 - £22,626)

Term Time only + 5 Training Days

To commence 4th January 2021 or earlier if possible

Oakfield is a special school that caters for students who have Social, Emotional and Mental Health difficulties.

We are looking to appoint a motivated, skilled and forward thinking person who is capable of managing a small busy office, overseeing a wide range of duties. The Office Manager should have excellent communication skills, be well organised and be able to use their own initiative.

For more information or an informal chat, please contact Marie Dickens or

Fiona Kirlew on 01482 854588

All completed application forms must be returned electronically to the school.

Closing Date: Monday 19th October 2020 (9.00am)

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure & Barring Service.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.