FAIRFIELD
HIGH SCHOOL

Peterchurch, Herefordshire, HR2 0SG | 01981 550231 | admin@fairfield.hereford.sch.uk | Head Teacher: Mr Paul Jennings

Office Manager

HC07 Equivalent £33,119 - £37,563 (pro rata)

30 hours per week Monday to Friday TTO plus 8 days

We are seeking an experienced, highly organised and proactive Office Manager to join our team.

The successful candidate will play an important role in ensuring the efficient day-to-day running of the school office, leading and coordinating the administrative team. This key role will also provide trusted, confidential and professional support to the Headteacher.

We are looking for someone who is exceptionally organised, with the ability to manage and oversee the effective day-to-day running of the school office and its administrative functions.

The role will include overseeing key administrative processes, maintaining accurate records and ensuring compliance with school policies and procedures.

The successful candidate will also be required to handle sensitive and confidential HR/ Personnel information with discretion and professionalism.

This post is subject to full enhanced DBS clearance. Fairfield is committed to safeguarding young people and ensuring the wellbeing of everyone in our school community. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.