



Queen Elizabeth's Grammar School

SCHOOL OFFICE MANAGER

TERM TIME ONLY PLUS TWO WEEKS

37 hours per week

(Salary: £29,482-£32,840)

Pro rata £26,009 - £28,971

Required from January 2027

We require an enthusiastic, successful and highly organised manager to lead our extremely busy school administrative team. As the central point of contact for staff, students, parents and visitors you will ensure the main office runs smoothly, efficiently and professionally.

Applicants should possess excellent communication skills, be hard working and flexible. The successful candidate will have high expectations of students, colleagues and self, ideally with proven experience in school office management in a secondary school or an educational setting. A calm demeanour under pressure with excellent attention to detail is essential and you will have strong IT skills and be proficient in school MIS software (Arbor, SIMS etc).

A willingness to contribute to other areas of school life would be welcome.

For further information and to apply please visit

www.queenelizabeths.kent.sch.uk

or telephone the school office.

Please complete and return the School Application Form.

Closing date: Midday, Tuesday 27th October

Interviews: Thursday 5th November

Abbey Place, Faversham, Kent ME13 7BQ

Tel. 01795 533132

1220 on roll (320 in sixth form)

Headteacher: Amelia McIlroy

Queen Elizabeth's Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including DBS checks.