



Westwood College, Westwood Park, Leek,  
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Executive Principal: Mr A Shaw  
Headteacher: Mr R Hey

June 2019

Dear Applicant

**Re: Office Manager – permanent position, 37 hours per week – based at Westwood College**

Thank you for your interest in the post of Office Manager at Westwood College. The school is part of The Talentum Learning Trust which comprises of two secondary schools, one middle school and five first schools.

We are looking to recruit an Office Manager on a permanent basis to manage and deliver an effective administrative service within the school. The key focus of this role is to lead and manage the administration team whilst undertaking complex financial processes and supporting some HR related tasks and general administration.

This position is 37 hours per week, term time plus two weeks, grade 07 SCP 24 -28. The salary is £22,401-£25,463 gross per annum pro rata. The actual salary range is £20,355 - £23,137 gross per annum.

I enclose for your information:

- A job description for the post
- Equality and Diversity policy and monitoring form
- Guidance to Candidates
- An application form

If you wish to apply for the position, please complete an application form. Please note that we do **not** accept curriculum vitae's.

The Talentum Learning Trust is an equal opportunities employer that is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

There is an interview guarantee scheme in operation for people with a disability, who meet the essential criteria of the post. Please let us know on your application form if this applies to you.

Yours sincerely

Mr A Shaw  
CEO

