

**Bentley Wood High School**  
**Office Manager (H6 - £26,997 per annum)**  
**36 hours per week full time**

We are seeking a passionate and enthusiastic Office Manager to join our outstanding school. Candidates should enjoy working as part of a team, be able to work under pressure, be attentive to detail and have excellent communication skills. You should be committed to inclusion and the well-being of every child and be an outstanding role model in your own practice.

Note: The job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

The School is committed to safeguarding and promoting the welfare of children and safeguarding checks will be undertaken prior to appointment. This role involves engaging in regulated activity relevant to children and all staff have safeguarding responsibilities.

**What we offer:**

- An outstanding track record at GCSE and A level
- A team of colleagues who support each other
- Students who actively engage in lessons and have excellent attitudes to learning
- Professional development through the Harrow Collegiate Alliance
- Mindfulness and wellbeing activities each week along with staff sports and clubs
- One of the best sites in London, located on the greenbelt next to Bentley Priory and set in 27 acres of woodland and fields, providing an exceptional learning environment

In what has been an unprecedented year for schools and education, Bentley Wood High School are proud that our students have achieved such excellent results and gained places at a range of prestigious universities

*"Outstanding teaching stimulates the students' passion, igniting their enthusiasm and interests for learning. Students' behaviour around the school and their attitudes to learning in lessons are exemplary"* Ofsted **Outstanding**.

**Closing date: Noon 29 October 2021**

For any additional details please contact the Headteacher, Janice Howkins, Clamp Hill, Stanmore, Middlesex, HA7 3JW, 020 8954 3623 or [recruitment@bentleywood.harrow.sch.uk](mailto:recruitment@bentleywood.harrow.sch.uk).

**An Equal Opportunities Employer**  
**Committed to Safeguarding and Promoting the Welfare of Children**