



### Secondary/KS5

Grange Park School  
Borough Green Road  
Wrotham  
Kent  
TN15 7RD

### Primary

Grange Park School at  
Stansted  
Malthouse Road  
Stansted, Sevenoaks  
Kent TN15 7PH



### Private & Confidential

e-mail: [office@grangepark.kent.sch.uk](mailto:office@grangepark.kent.sch.uk)

Ask for: Zoe McNally

Tel: (01732) 882111

Dear Applicant

### Grange Park School Applicant Pack for the Post of Office Manager

Thank you for showing an interest in the above post at our school. I am pleased to enclose an application pack, which includes:

- Job Description and Person Specification

Please note: you may also apply for this vacancy online at [www.kent-teach.com](http://www.kent-teach.com).

Within this pack, you will find a document detailing the responsibility of the role and a person specification listing the requirements you must meet to satisfy the selectors at the shortlisting stage.

You should ensure that you address each of the points within the person specification in your application. Whether or not you are selected for interview will be determined solely on the information provided in your application form.

Please limit any additional information to two single sides of A4 Paper. Please note CVs will not be considered. Applications should be typed or written in black ink.

All posts are subject to:

- A satisfactory Enhanced Criminal Records Bureau Disclosure and check against the ISA barred list for children (formerly List 99),
- health clearance,
- receipt of satisfactory references
- verification of your entitlement to work within the UK.

Copies of teaching certificates or any further professional qualifications will need to be provided at interview stage. If you are applying for a teaching post, your GTC registration will be verified.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as spent must be declared. Providing false or misleading information could result in the application being disqualified or summary dismissal if in post.

References will be taken up prior to interview. Referees should be able to comment on your professional suitability for the post you have applied for. One referee should be your current or most recent employer.

We value diversity in our workforce – fair treatment for all is vital to the quality of services to the public. Kent County Council has an equality policy to ensure that all groups and individuals within the community are given full opportunity to benefit from the services and jobs we provide. To assist in the monitoring of equalities we ask that you complete the monitoring form. This will be removed prior to shortlisting.

Completed applications should be returned to Zoe McNally, Business Manager.

Closing date for the receipt of applications is Thursday 1<sup>st</sup> July 2021 at 1.00 pm.


**Based on the quality and quantity of applications received, Grange Park School reserves the right to close this vacancy sooner than the specified closing date. Applicants will be notified of this where possible. Therefore, early applications are encouraged.**

Please ensure your envelope contains the correct postage. If you would like us to acknowledge receipt of your application form, please enclose a stamped addressed envelope with your application.

Shortlisting will take place on 1<sup>st</sup> July 2021 and interviews are scheduled for week commencing 5<sup>th</sup> July 2021.

Thank you for your interest in our school and I wish you every success with your application.

Yours sincerely



**Renukah Atwell**  
Executive Headteacher