



COUNTY DURHAM



Office Manager

Dene Academy

Manor Way, Peterlee SR8 5RL.

Tel: 0191 554 6000.

Email: enquiries@deneacademy.org.uk.

Website: www.deneacademy.org.uk.
11-16 School.

Headteacher: Mr D Nelson.

Salary/ Grade: Grade 6 SCP 11-17 (£21,748 to £24,491)

Pro Rata to Working Hours and Weeks.

Contract Type: Permanent, Term Time + 5 Days.

Hours: 37 hours per week.

Role: To organise and supervise administrative systems within the school, and to contribute to the planning, development and monitoring of support services and/or management of office staff, including coordination and delegation of relevant activities.

Application: Further details and application forms are available on the Academy website.

Closing date for applications: Friday 15th October 2021, 9am.

Interviews: To be confirmed.

We are committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory enhanced DBS check and appropriate references.