**SCHOOL OFFICE MANAGER – ONE YEAR FIXED TERM CONTRACT**

**37.5 HOURS PER WEEK**

Dollar Academy has been a co-educational day and boarding school since its foundation in 1818. Today, it provides an exceptional all-round education to around 1,350 pupils aged 5-18. Our focus is on encouraging the individual talents and ambitions of every young person, in a positive and supportive environment that fosters the development of transferable skills, self-confidence and strong personal values. A belief in developing the whole person is central to the Dollar ethos.

We have been named as the Sunday Times Scottish Independent School of the Year 2024.

The school’s location is undoubtedly one of the most scenic in the country, set against the Ochil Hills and the historic Castle Campbell, but within easy reach of the major towns of the Central Belt and just 40 minutes from Edinburgh Airport. The Dollar community is welcoming and vibrant. The whole school sits within a single, stunning 70-acre campus.

We are currently recruiting for an experienced and highly organised School Office Manager. This role will be for a fixed period of one year and will report to the Deputy Rector. The School Office Manager has first-line responsibility for ensuring the School Office function runs effectively and efficiently. The postholder is responsible for Reception and Administrative Systems, and the associated functions and processes. In addition to management responsibility, the postholder will demonstrate a willingness to undertake the administration tasks required of their team.

The successful candidate should have experience of managing employees in a busy office environment. Experience of working in the education sector would be advantageous but not essential.

A full job description is available by visiting www.dollaracademy.org.uk/work-at-dollar/

Salary for the role will be commensurate with experience. Hours of work during the school year will be Monday to Friday 8.30am–5.00pm. During the school holidays hours of work are Monday to Friday 9am-5pm. This is an all year-round position.

**Applications**

The Academy’s Support Staff Application Form must be completed and is available to download by visiting our website. Completed application forms should be mailed to: The Director of HR, Dollar Academy, Mylne Avenue, Dollar, FK14 7DU, Clackmannanshire OR emailed to recruitment@dollaracademy.org.uk before 5pm on Wednesday 26th June 2024. CVs and covering letters are optional. Interviews will take place on Thursday 4th July 2024.

All appointments at Dollar Academy are subject to satisfactory clearance through the *Disclosure Scotland Protection of Vulnerable Groups Scheme*. The successful candidate will be asked to make a formal application, the cost of which will be covered by the Academy.