



Tuesday 10th November 2021

**Deputy Office Manager with responsibility for HR vacancy**

Dear applicant,

Thank you for your interest in our current vacancy for a Deputy Office Manager with responsibility for HR at Morley Memorial Primary School.

We are a happy, friendly school with a supportive staff team. Our aspirations for the children will be achieved by providing the teaching staff with excellent office support. We are after a candidate who will be able to adapt to all aspects of working in a busy school office, show initiative and provide a friendly, positive welcome to all visitors, parents and pupils. Strong IT skills and the willingness and ability to develop those skills in a school environment would be a significant advantage.

We hope the recruitment pack provides you with all the information you need. If, however, there are further things you need to know, do feel free to contact the school.

We very much look forward to receiving your application as soon as possible but by Monday 22nd November at the latest. Shortlisting will be based upon each applicant's capacity to demonstrate how they meet the criteria.

Yours sincerely,

A handwritten signature in cursive script that reads 'Nikki Brown'.

Ms Nikki Brown  
Headteacher

*Morley Memorial Primary School is committed to safeguarding and promoting the welfare of children.*

*We expect and require all members of the school community to share this commitment.*

Morley Memorial Primary School, Blinco Grove, Cambridge CB1 7TX  
Telephone - 01223 508 786 e-mail – office@morley.cambs.sch.uk