



Placing children's rights at the heart of all we undertake.
respect integrity humility equality care towards all

Glascote Academy Fierté Multi Academy Trust



Pride in myself; Pride in my work;
Pride in my school; Pride in my community

Job title:	Office Manager
Location:	Glascote Academy
Salary and Grade: 4 FTE	£18,795
Actual (dependent on experience)	£16,996
Working pattern:	Term Time plus 5 training days and 10 additional days
Working hours:	8am to 12noon; 1pm to 4.30pm (Mon to Thurs) 8am to 12 noon, 1pm to 4pm (Fri) 37 hours per week
Responsible to:	Headteacher
Closing date:	Tuesday 31 December 2019
Interview date:	Friday 10 January 2020

Glascote Academy are looking to appoint a well organised, reliable and enthusiastic individual to undertake the role of Office Manager.

This is a busy and varied role but one who is able to lead and manage school administration, providing support to the Headteacher and Senior Management Team. The successful candidate will:

- *Have knowledge of Business/Administration*
- *Have experience of working in a school / academy / multi academy trust setting*
- *Be a motivated individual with the ability to work on own initiative*
- *Ability to identify work priorities and manage own workload to meet deadlines*
- *Have high attention to detail and accuracy*
- *Have excellent organisational and communication skills*
- *A sound knowledge of a range of computer applications together with excellent IT Skills*
- *A high level of diplomacy and trustworthiness is required as the appointed post holder will be privy to confidential information*

Duties and Responsibilities:

See Job Description

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service, which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

To apply for this post:

Return completed application form via email to the headteacher m.powell@glascote.org or directly to the school.

Documents can be accessed via Fierté Multi Academy Trust <https://www.fierte.org>, Glascote Academy

<https://www.glascote.org>, WMJobs <https://www.wmjobs.co.uk>