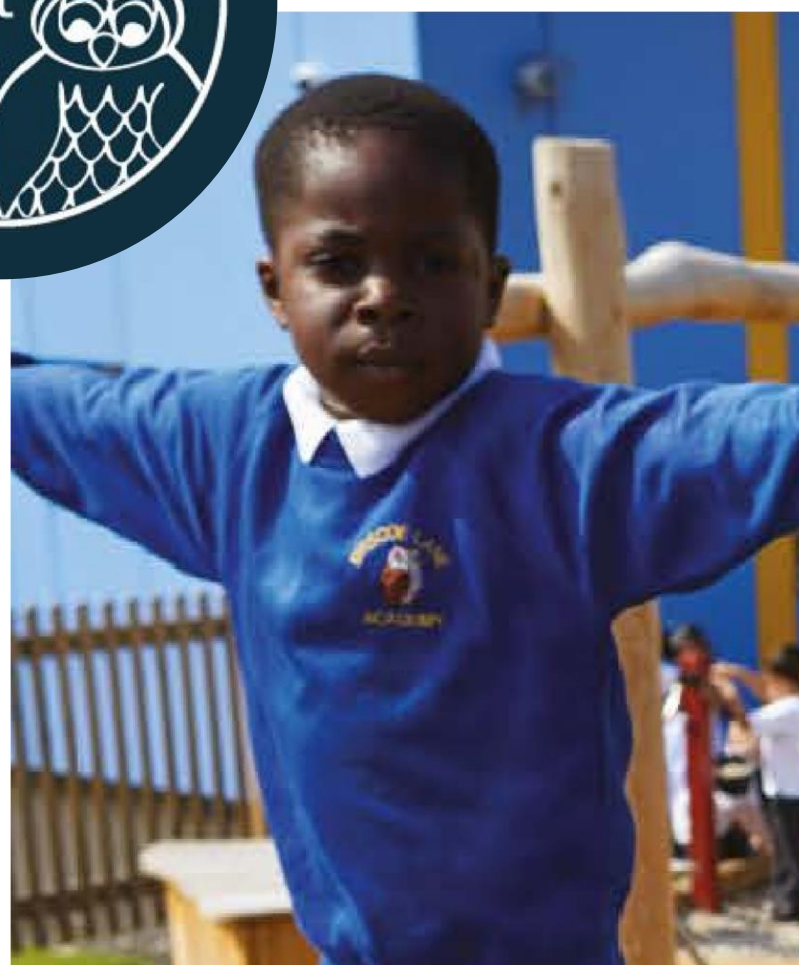




CENTRAL SERVICES OFFICER
ADVERTISEMENT

Central Services Officer Vacancy at Wise Owl Trust



Salary: Grade 6, spine point 21 (£30,825, all year round)

Start date: To be confirmed with successful candidate

Contract length: Permanent position

Closing Date: 12 noon, 26th August 2024

Together Everyone Achieves More

We have a fantastic opportunity to recruit a Central Services Officer across the Trust to start with immediate effect. The successful candidate will need to be self-motivated and have the experience of working in a fast-paced environment covering finance, human resources and administrative responsibilities. Experience of working in a school academy environment is desirable but not essential. We are looking for a finance professional with a positive, caring ethos where teamwork is essential, and education is as important to you as it is to us.

We currently have 4 primary academies within our Trust, however by the end of this academic year we will have 5.

- Old Hall Drive Academy, Gorton
- Seymour Road Academy, Clayton
- Briscoe Lane Academy, Newton Heath
- Park View Community Academy, Miles Platting

Working as part of Wise Owl Trust will offer:

- The opportunity to work in a friendly and diverse school community
- A supportive and forward thinking leadership team
- Future opportunities for promotion across the Trust

If you are interested in joining our happy and thriving Trust, please complete an application form and return it by **12 noon 26th August 2024** to Mrs K. Walton at k.walton@wiseowltrust.com. **We do not accept CVs** as part of our application process. All parts of the application form must be fully completed.

The Trust is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. As such, the post is subject to enhanced DBS checks and suitable references will be sought before appointment.

Applications are now open. Applicants who are not notified of an interview should assume that they have not been short-listed. Interviews will take place 9th September 2024.

Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you may be required to complete the "Childcare Disqualification" declaration form. Should you be successful in your application for this post, your appointment can not be progressed without this.

We look forward to hearing from you.

