



**Fantastic Opportunity!**

**Office Manager**

**Turves Green Primary School - Excelsior Multi Academy Trust**

**Contract: Permanent/Term Time Only + 2 Weeks**

**36.5 hrs per week**

**Monday – Friday: 07.30 am – 3.30 pm**

**Pay Scale: Grade 3 £26,409 pro rata (Actual Salary £24,104 per annum)**

**Closing Date: Friday 14<sup>th</sup> March 2025**

**Interview Date: Wednesday 26<sup>th</sup> March 2025**

**Start Date: ASAP**

[www.turvesgreen.excelsiormat.org](http://www.turvesgreen.excelsiormat.org)

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**Turves Green Primary School is proud to be part of the Excelsior Multi-Academy Trust.**

**With their support we continue to improve and provide our children with the best education possible as well as helping to nurture and develop their personal and social skills. Our values of succeeding together, engaging in learning, ensuring equality for all, and aspiring from the start, shape all we do across Excelsior Trust and our schools. Our 'No Outsiders' approach to equality ensures everyone is welcome in all our schools.**

**Above all, we understand that our schools are communities; and that we all benefit from creating a working environment in which staff feel happy, valued and gain satisfaction from their work. We are driven by our core values of:**

### **OUR VALUES**

**Succeeding together**

*Alone you are good, together we are amazing*

**Aspiring from the start**

*Where ambition begins on day one*

### **OUR VISION**

**Our schools to be outstanding beacons of equality, where pupils succeed in a safe, innovative, and vibrant learning community.**

### **OUR VALUES**

**Ensuring equality for all**

*Equality, first, foremost, forever*

**Engaging learning**

*Unlocking minds every day*

**Excelsior Multi Academy Trust presently comprises of Colmers Farm Primary School, Green Meadow Primary School, Heath Mount Primary School, Highters Heath Community School, Parkfield Community School, Thorns Primary School, and Turves Green Primary School.**



## Excelsior's main aims are to:

- Provide outstanding education through our values of equality, aspiration, and innovation.
- Develop outstanding leadership and well trained and motivated and happy staff, who will improve our pupils' outcomes in an exciting learning environment.
- Deliver a broad, balanced, and innovative curriculum of opportunity.
- Provide opportunities for pupils to develop resilience, compassion, and respect for all.
- Provide our communities with excellent schools.

## Core purpose of the role

Turves Green Primary School is looking for a highly motivated and forward-thinking office manager with a desire to make a difference.

We are looking for a professional and skilled individual who has the passion and energy to work in our busy school support team. You will need to have excellent communication, organisational and customer service skills and be fully proficient in the use of a variety of IT systems including MS Office. We are a forward-thinking team and require a leader who can drive and support change with the ability to take on ad hoc school projects. You will need to be able to form positive relationships with our children, staff, parents, governors, and visitors. You will need to be flexible, responding to priorities and problem solving as required.

## What can we offer you:

An outstanding, innovative, and ambitious executive leadership team who, through their passion and drive to improve outcomes for children, support and motivate each other to achieve great things! In return for your commitment to our Trust, we can offer:

- Sector competitive pay
- Excellent CPD opportunities
- A fantastic supportive working environment
- The opportunity to make a significant difference in the lives of children across Birmingham.
- Access to our mental health and wellbeing platform, ExcelWell.
- The opportunity to develop into a highly effective leader.
- 24/7 advice and helpline.
- Flexible working arrangements.

## Recruiting and Onboarding:

If you would like an informal chat, or further information about the role, please contact [hr@excelsiormat.org](mailto:hr@excelsiormat.org) or contact Turves Green Primary School directly 0121 464 3686.

## How to apply:

Please visit our website [www.excelsiormat.org](http://www.excelsiormat.org) to download the Job Description & Person Specification and complete the online application and monitoring forms. If you have any queries, please email: [HR@excelsiormat.org](mailto:HR@excelsiormat.org). Please do not send in CVs, the application form covers the information required and is designed to ensure fairness during interview shortlisting. Receipt of two references are required as part of the interview shortlisting process. Your application may be rejected if adequate references have not been provided.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.*