



## **EXTERNAL**

**Post:** Office Manager and PA (Temporary until August 31<sup>st</sup> 2025),

**Hours of Work:** Part-Time (25 Hours Per Week, hours to be split over 5 days), Term-Time + 2 Weeks

**Salary:** Grade 8 Points 19-24 (£29,777 - £33,024 FTE per annum)

**Actual Salary:** £18,189 - £20,172 per annum

Thank you for your interest in our recent advertisement for the above position at Archway Learning Trust's, Bluecoat Bentinck Primary Academy. I have pleasure in enclosing details.

Are you ready to make a real impact in a dynamic, fast-paced environment? Archway Learning Trust is looking for a driven, enthusiastic, and dynamic individual to join our team as an Office Manager and PA at our Bluecoat Bentinck Primary School. This is not just a job; it's an opportunity to be part of an organisation dedicated to working together to transform lives.

At Archway Learning Trust, our mission is to collaborate and transform lives through education. Schools are vibrant and ever-evolving places to work, where no two days are the same. We believe in the power of passion, drive, agility and the ability to reprioritise quickly to meet the diverse needs of the communities we serve.

In this varied and exciting role, you will work closely with the Head of School, providing essential support that includes managing the Academy Office, ensuring our Reception and Administrative services are professional, punctual, and of the highest standards. You will lead a team of up to two receptionists / administrators, as well as a small team of midday supervisors fostering a professional and supportive environment. You will be responsible for ensuring a highly efficient and effective administrative service to the whole school and serve as the central point of contact, harmonising the work of the central trust services and the Academy.

The ideal candidate will be highly organised with excellent administrative skill, and excellent communicator with strong management and interpersonal abilities and capable of maintain composure in a bustling educational setting.

You won't be alone in this journey. Our network of Office Managers across Archway Learning Trust offers opportunities to share best practices, overcome challenges, and develop innovative processes.

This is a temporary 1-year contract, with the exciting potential to become permanent. Bluecoat Bentinck Academy has recently joined the trust, leading to significant organisational changes and new needs. This role is pivotal as we explore and adapt to meet these evolving needs.

The role is primarily based at Bluecoat Bentinck Primary Academy, but you may occasionally support or work at any of our sites within Archway Learning Trust.

If you're ready to contribute to a mission-driven organisation where your work truly matters, apply now to join Archway Learning Trust as an Office Manager and PA. Together, we can transform lives through education.

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We welcomed three further secondary schools in Derby to the Trust in 2021 and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust now comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, Bluecoat Trent Academy, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

The successful candidate will be committed to the students and academy life and will possess the ability to communicate effectively and be able to raise the standards of learning for all of the students with whom they are required to work.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Access to Generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit [www.archwaytrust.co.uk/vacancies](http://www.archwaytrust.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date:** 9am, Monday 15th July 2024

**Interview Date:** Thursday 18th July 2024