



External Advert

Post: Office Manager (Temporary till 12th September 2025)

Hours of Work: Full Time (37 Hours per week), (07.30am start), All Year Round

Salary: Grade 8 Points 19 – 24, £31,067 - £34,314 per annum

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 at Bluecoat Beechdale Academy. 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 Academy Manager, providing essential support that includes managing the Academy Office, ensuring our Reception, Administrative and Reprographics services are professional, punctual, and of the highest standards. You will lead a team of 2 receptionists, 2 administrators and a reprographics service, 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 a central point of contact.

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

We recommend that all applicants make contact with the Academy Manager – Amelia Wedge, to discuss the long-term vision of this post, to seek an understanding around opportunities at the end of this contract.

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.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience. The role will be based at the Trust's Bluecoat Beechdale Academy, but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.

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.

The Trust now comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck 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 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
- 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. 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 16th December 2024

Interview Date: Wednesday 19th December 2024