



Advert - Internal & external Office Manager

Details	Office Manager (HR Form 363) Hurst Park Primary Academy
Salary	Surrey Pay Scale PS6, points 2 - 6 (£27,987 - £30,048 FTE) <u>Actual salary:</u> from £25,544 per annum (based on 46.455 weeks per year) Salary dependant on candidate experience
Contract	37 hours per week Monday - 08.30 -16.00 Tuesday - Friday 08:00 - 16:00 Term Time plus 10 additional days.
Job Description	Office Manager
Start date	01 September 2024
Closing Date	Candidates are encouraged to submit their application forms as soon as possible. We reserve the right to withdraw this advert before the closing dates on appointment of a suitable candidate.
Shortlisting	8th July 2024
Interviews	12th July 2024
Location	Hurst Park Primary Academy

Hurst Park Primary Academy is seeking to appoint an aspiring Office Manager. This role would suit an existing School Office Administrator who is ready to step up into a more senior role. It is essential that you have current skills and experience with school Management Information Systems and have excellent customer service skills.

You will need to be able to demonstrate managerial and organisational skills and be able to prioritise your workload effectively.

The role will include supervision of the Office Administration Assistants as well as liaising with the site team and Central Finance and HR teams. You will be supported by the Trust Operations Manager. We would particularly like to hear from candidates who have the skills to identify improvements and efficiencies to existing processes, alongside:

- Being efficient at using G Suite and Arbor (training is available).
- Knowledge of all aspects of the admissions process.
- Oversee administrative duties to ensure all office functions are carried out in a timely and efficient way.
- Provide administrative support to the Senior Leadership Team.
- Ensure the school is fully compliant with health and safety and other legal requirements.
- Working with the Principal and Site Supervisor to support the day to day running of the site and update policies and risk assessments.

LEO Academy Trust champions continuous professional development and delivers a programme of in house CPD including our Middle Leader and Aspiring Head programmes. We also work with a range of partners to offer accessible training for all staff including e-learning and face to face workshops.

We believe in the importance of succession planning, and that we are well placed to support you in your next challenge. We offer opportunities to work across different academies within the Trust, and a commitment to promotion opportunities, encouraging 'home grown' talent.

All applicants can apply by clicking [here](#) and should give examples demonstrating how they meet the person specification. We cannot accept CV's.

Informal conversations are welcomed; please contact HR@leoacademytrust.co.uk.

LEO Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check. For further information, please refer to our [applicant guide](#).

Please be aware:

- This role can only be worked in the UK from the location(s) provided and not from overseas.
- For this role the Trust would not consider sponsoring a Certificate of Sponsorship/visa. Please note we are unable to offer advice on any Visa and Immigration cases.
- Feedback will only be provided upon request if you attend an interview.
- In line with Keeping Children Safe in Education statutory guidelines, the Trust will use internet searches, including social media searches to perform pre-employment checks on candidates in the course of recruitment. The Trust will act in accordance with its data protection and equal opportunities obligations.
- Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

Reasonable adjustments

Should you require any reasonable adjustments to support you in applying for this role, or at any stage of the recruitment process, please

- contact the Recruitment team via recruitment@leoacademytrust.co.uk as soon as possible before the closing date to discuss your needs.
- External candidates should also complete the appropriate section of the application form to tell us what changes or help you might need.