**Office Manager**

**(Band 9) Spinal Column Points 18 – 22, 37 hours per week £25,287.61 - £27,097.64 per annum (pro rata). Term time, plus 5 PD days (195 days per year). Working pattern Monday to Friday, 8:30am to 4:30pm (4pm on a Friday).**

West Park Primary School wishes to appoint an Office Manager and has a vacancy for a suitably experienced and enthusiastic individual to lead the office team, at the heart of a friendly and welcoming school. The successful candidate will be an experienced administrator, who will work alongside a strong and committed school and trust central team and will benefit from the wider professional opportunities available of working for Ad Astra Academy Trust.

The successful candidate will supervise the work of the administration team as an ongoing responsibility with regard to the day- to-day organisation and provision of administration support in a school office and will:

* Join a school with a highly-supportive, warm, friendly and respectful ethos, and the drive and ambition to ensure that all employees thrive.
* Have opportunity to further develop your skills through a variety of professional development opportunities within an inclusive and supportive environment.

Candidates should be suitably qualified, and meet the criteria detailed on the person specification. Applications are welcomed from individuals who are experienced in working within a school office or other administrative environment and be able to demonstrate experience of working across a range of general administrative functions, together with experience in the planning and development of the service.

This is post is to commence as soon as possible.

West Park School is a part of Ad Astra Multi Academy Trust. The Trust works with a number of schools in the region, and we believe by working for Ad Astra Academy Trust that employees thrive.

For an informal discussion about this exciting position please contact Simon English, Interim Headteacher on 01429 282090 or via simon.english@adastraacademytrust.com .

Candidates must only apply using the application form provided; CV’s will not be accepted.

**Closing date for receipt of applications is 9am, Monday 16th September 2024.**

**Interviews will be held during the week commencing Monday 16th September 2024.**

***West Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As such the successful candidate will be required to undergo an enhanced DBS check.***

This post is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).

**Requesting an application form**

Application forms and further details are available via the Ad Astra website site:

<http://www.adastraacademytrust.com/careers/>

Completed application forms to be emailed to recruitment@adastraacademytrust.com