

Office Manager, 37 hours per week, Term Time Only
SO1 – SCP23 £27,741 to £29,577 (actual salary range £23,468 to £25,022)

An opportunity has arisen for an experienced Office Manager to join Horton Park Primary School, part of Exceed Academies Trust.

Horton Park Primary School is a vibrant 2 form entry primary school located in the heart of inner city Bradford and situated at the centre of a thriving culturally diverse community and possessing an excellent reputation within the local and wider community. Horton Park Primary School joined Exceed Academies Trust on 1 December 2016 and has been an integral part in founding the Multi Academy Trust.

The new Office Manager will work closely with the Acting Headteacher and her Senior Leadership Team, overseeing the school based finance and administrative functions, including the day to day management of the school office and all related staff. This is a pivotal position, and one which therefore assumes appropriately high levels of responsibility and autonomy. Ensuring the deployment of effective and accurate financial and administration processes on behalf of the school, the Office Manager is not only responsible for ensuring all staff are fully supported but also acts as the first point of contact for parents, pupils and the wider community.

The successful candidate will be:

- A highly proficient senior administrator or admin manager with a keen eye for detail
- Well organised, self-motivated and resilient
- Able to motivate and inspire others
- Able to lead a team and work effectively as part of a team

We offer:

- A dedicated, professional and experienced staff team
- Enthusiastic, confident and well behaved children
- An opportunity to work in a school which is outstanding in all areas
- The chance to further your professional career with a leading Multi Academy Trust

Recruitment process

Exceed Academies Trust believes in equal opportunities for all staff. As part of that commitment, all vacancies will be advertised and filled through a transparent recruitment and selection process.

Internal applicants should complete an expression of interest, detailing the experience they have gained which makes them suitable for the position. External candidates should complete a full application form by the closing date in order for their application to be considered. CVs will not be accepted.

Closing date: 12 noon 31st October 2020

Interviews: Date to be confirmed

Please submit applications to recruitment@exceedacademiestrust.co.uk

For informal discussion regarding this opportunity, please contact Emma Hendry, Chief HR Officer on email emmahendry@exceedacademiestrust.co.uk or by phone on 07967 390793

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.