

The Mill Academy **Office Manager**

Grade Details: Grade 4/5

Salary: £24,294 to £28,770 pro rata

Hours: 30 hours per week

Working Weeks: 38 Weeks Plus 2 Inset days

Contract Type: Permanent

Start Date: Monday 2nd September 2024

We are looking for an individual who has:

- Experience of general clerical duties and office management
- Experience of prioritising and managing tasks
- Effective organisational skills and ability to work on their own initiative, and with colleagues.
- Strong communication and interpersonal skills
- Effective use of ICT and other specialist equipment/resources
- Maintain strong parental communications.

In return we can offer you:

- Enthusiastic children who enjoy learning
- Dedicated, friendly and experienced staff.

If you would like more information about the school or post, please speak with our Headteacher, Rachel Chambers on 01226 289096.

Completed applications should be e-mailed to recruitment@smat.org.uk with the subject heading of the email being the school's name and post title.

The closing date for all applications is: 12pm on Friday 28th June 2024.

Please note It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is covered by the Disqualification under the Childcare Act 2006 and 2018 regulations. The preferred candidate for this post will therefore be required to complete a self-disclosure form and be required to undergo an enhanced Disclosure and Barring Service check.

In line with KCSIE 2023 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.

Personal e-mail addresses i.e., Hotmail; Gmail; even if from a former manager/employer are not acceptable. Applicants must provide a business e-mail address for referees.

St Mary's Academy Trust is committed to safeguarding and promoting the welfare of the children and young people and expects all staff / volunteers to share this commitment.

To view our Safeguarding and Child protection policy please click on the following link -

<https://documents.stmarysacademytrust.co.uk/policies/Safeguarding%20Policy%20Draft.pdf>



To view our Recruitment of Ex-Offenders policy please click on the following link -

<https://documents.stmarysacademytrust.co.uk/policies/Recruitment%20of%20Ex-Offenders%20Policy.pdf>

St Mary's Academy Trust welcomes applications from both genders and is committed to equal opportunities.

Any personal data collated will only be used for the purpose for which it is intended i.e the selection process and where required to carry out pre-employment checks, your data will be shared only with the recruitment panel, the data will be stored securely. If you are the successful candidate, your data will form part of your personal file. If you are unsuccessful your data will be retained and destroyed securely in 6 months.