



**Office Manager**  
**S01 SCP23 – 25 (actual salary £29,829 - £31,500 per annum)**  
**Permanent, Term Time only plus 10 days**  
**37 hours per week**

A new and exciting opportunity has arisen for an experienced Office Manager to join Park Aspire AP Academy.

The successful candidate will be working in a fully inclusive Alternative Provision school setting. They will be required to ensure the smooth running of the school office, which has direct involvement with staff, pupils and parents, and deliver high quality and professional support to all departments of the school. They will be the key point of contact for the school and will be required to foster good relationships, both internally and externally.

Park Aspire AP Academy is a 90 place Alternative Provision for pupils whose ages range from KS1 to KS3. Many of our pupils have found it difficult in mainstream schools and our aim is to help them develop a new attitude towards education by incorporating a proven system of rewards and incentives, underpinned by strong structures and boundaries so that everyone develops self-belief and sees themselves as a successful student.

Park Aspire AP Academy is part of Exceed Academies Trust, which currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary academy, two alternative provision academies (Primary and Secondary), and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

**The successful candidate will:**

- Lead an Administrative Team in the delivery of admin support and services to staff, students and parents.
- Oversee the administrative office and the delivery of outstanding admin support to colleagues and senior leaders.
- Manage complex data and information while ensuring that school systems are kept up to date.
- Maintain critical school records and databases, ensuring confidentiality is maintained where necessary, but meeting the Academy's statutory responsibilities, including to external organisations such as the DfE.
- Oversee the departmental budget, seeking best value and propriety in purchases and financial transactions to ensure compliance with policies and procedures.
- Assist in managing HR and recruitment processes, including recruitment of temporary and supply members of staff.

**The essential requirements of this role are:**

- Minimum of GCSE English and Mathematics at grade C or above (or equivalent)
- Excellent communication skills including telephone/reception skills
- Experience of supervising or managing staff

Together we Exceed

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- Experience of working in a school office environment at a senior level
- Experience using Microsoft Office and complex databases with excellent IT skills
- Fluency of the English Language at an Advanced Threshold Level

**Closing date: Friday 9<sup>th</sup> May 2025 at 9.00am**

**Interview date: w/c Monday 19<sup>th</sup> May 2025**

For an informal discussion regarding this opportunity, please contact Richard Morris on 01274 735298. Further details about our Park Aspire AP Academy can also be found on our website <https://parkaspire.co.uk/>

If you are interested in applying for this role, please do so by submitting an online application to [recruitment@exceedacademiestrust.co.uk](mailto:recruitment@exceedacademiestrust.co.uk).

**CVs or applications via Indeed will not be accepted.**

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2023. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.

