



Office Manager
Band 8, SCP17 – 22, actual salary £24,866.78 - £27,105.41
Permanent, Term time only plus 5 days
37 hours per week

A new and exciting opportunity has arisen for an experienced Office Manager to join Harden Primary School.

We are looking to appoint an enthusiastic and experienced Office Manager to work in our inclusive organisation. Harden Primary School, part of the Exceed Academies Trust, is a busy and exciting 1 form entry primary school. We believe that there are no limits on learning and are committed to maintaining our high standards and our highly effective community partnerships.

Harden Primary School 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
- Be confident in solving complex problems and working with colleagues from across a range of roles
- Be familiar with service level agreements and managing staff and departmental performance to deliver an outstanding service
- Provide a high-level administrative service, including undertaking tasks such as word processing, reception duties and managing visitors
- Take responsibility for the continuing professional development of themselves and a team of administrative staff to ensure that the department is able to provide an excellent service to those accessing support
- Manage complex data and information while ensuring that school systems are kept up to date
- Ensure that policies and procedures are followed
- Plan, review and organise resources and the allocation of tasks to ensure the smooth running of administrative services
- 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

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- 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)
- Fluency of the English Language at an Advanced Threshold Level
- Experience using Microsoft Office and complex databases with excellent IT skills
- Experience of working in a school office environment at a senior level
- Experience of supervising or managing staff
- Excellent communication skills including telephone/reception skills

Closing date: Monday 29th April 2024

Interview date: Wednesday 8th May 2024

For an informal discussion regarding this opportunity, please contact Leanne Ruddock, Head of School, on 01535 273847. Further details about our school can also be found on our website <https://hardenprimaryacademy.co.uk/>

If you are interested in applying for this role, please visit our website at www.exceedacademiestrust.co.uk to download a recruitment pack. Please return completed application forms by email to 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 2022. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

