

Vacancy at Parkside School, Cullingworth: Senior Office Manager

Permanent Contract - Required ASAP

Salary: SCP 29 – 32

£ 37,336 - £40,221

37 hours per week, 52 weeks a year.

Do you want a job where you make a difference to the lives of children and young people?

Do you want to be inspired on a daily basis by your work?

Do you want to lead a newly redesigned administration team?

Do you have a passion for process improvement?

Do you have the ability to engage, motivate your team to serve the needs of the school?

It couldn't be a more exciting time to join Parkside School which recently joined Wellspring Academy Trust which was recently awarded the title of Multi Academy Trust of the year. As such, we are at the start of an exciting journey in this new partnership and we are looking for a like-minded, talented Senior Office Manager to join us on this journey. Wellspring Academy Trust is known for its inclusive practice and these values are matched by Parkside School. 'We make a difference' If you have the same philosophy, this may be the job for you.

Details of Wellspring Academy Trust can be found at: <https://wellspringacademytrust.co.uk/>

We require a Senior Office Manager who is relentlessly positive and would relish the opportunity to join our dedicated and talented administration team and wider staff body. Working closely with the Trust central team, the role holder will be responsible for the core administrative and day to day operational functions of the school.

This post is ideally suited for someone with drive, resilience, and determination and who thrives on challenge. You will have experience of managing a team within a fast-paced environment. It offers an excellent opportunity for someone who is keen to gain experience within a highly ambitious and hardworking organisation that both encourages and challenges everyone to be the best they can be.

The administration function at Parkside is being remodelled and the capacity increased to produce a more complete service for the school. In this role you would lead this team and create working structures to support the running of the school. This is an exciting opportunity to create new systems and ways of working for the team.

We will offer you the opportunity to:

- Be welcomed into our supportive staff team and experience our special sense of community
- Be supported in your continued professional development
- Become part of the extremely strong and supportive Wellspring Academy Trust in which there are regular opportunities to collaborate and share practice

We encourage any applicant to come and visit the school or to book an informal phone conversation about this role with the Headteacher, Steve Tighe, s.tighe@wellspringacademies.org.uk

If you are as excited by this challenge as we are and you think this might be the role for you, please complete an application form, having taken note of the attachments and e-mail it to recruitment@parksideschool.net no later than 9am on 7th May 2024.

Please note, we do not accept CV's.

Interviews for successfully shortlisted candidates will be undertaken soon after this date.

Wellspring Academy Trust is committed to safeguarding and promoting the welfare of our pupils. All posts are offered subject to enhanced DBS checks. References will be requested and an online search carried out for shortlisted candidates, prior to attendance at interview. Further pre-employment checks, including prohibition from teaching, childcare disqualification and section 128 checks, if deemed relevant for the role, will be completed for

the successful candidate upon acceptance of the post.

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities, and we welcome applications from people from all backgrounds, especially from under-represented groups, including those from Black, Asian and minority ethnic communities.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/countries you have resided in, if you are the preferred candidate for the post.

All applicants need to complete the Equal Opportunities form. Please click link for further details <http://bit.ly/WATEqualOpportunities>