



Registered office:
Arthur Mee Road
Stapleford Nottingham NG9 7EW
Tel: 0115 9170100
CEO: Paul West
www.spencertrust.org.uk



Arthur Mee Road
Stapleford Nottingham NG9 7EW
Principal: Mrs H Corbett
www.georgespencer.org.uk

Office Manager
Full time, term time + 3 weeks
NJC11-15 (Actual salary £26,025 - £27,766)

We are looking to appoint an outstanding Office Manager who can effectively lead a team of Administrators and provide excellent service to visitors, parents and students. We expect the successful candidate to be a role model in setting the highest standards for our Administration Team and to have the presence to embed an ethos of excellence and aspiration.

George Spencer Academy is a World Class School with a national reputation for providing high quality education.

George Spencer Academy is an inspirational place with a true sense of belonging to something special. We are a warm, friendly and vibrant school that is built on an 'Ethos of Excellence'. We have high expectations for all and a belief that every child will be successful both academically and as lifelong learners. As a values driven school our students and staff create a community that we are extremely proud of. We believe in investing in our staff and we offer excellent career, training and professional development opportunities.

Our strong core values have led to a school where:

- We believe the power of education shapes children's lives.
- Students are polite, honest, respectful and resilient.
- Academic challenge is interwoven with the support we provide for each individual.
- Standards are high with positive behaviour and active engagement in learning being the norm.
- Staff and students have built strong relationships as we strive to be the best we can be.

If you require more information or would like an informal discussion about the role please contact Miss Duro, Operations Manager – Hduro@georgespencer.org.uk

SAT is an educational charity, Multi-Academy Trust and Sponsor of Academies. We have approaching 18000 children and young people in our academies and employ more than 2800 teachers, leaders and educational support professionals across the East Midlands. We aspire to be a leading regional high performing Trust, with a national reputation for excellence.

We currently have 18 primary academies, 8 secondary academies and 1 primary aged special school in our family of schools. All of our schools benefit from the collaboration and added value that being a member of our Trust offers and share our values and beliefs. Spencer Trust academies share an ambition to deliver results that compete with the very highest performing schools in the country and deliver a curriculum for students that is underpinned by breadth, opportunity and quality: one that seeks to give young people the opportunity to develop into well rounded global citizens that believe they can influence positive change in the world.

Mission

Our Mission is to deliver the best possible outcomes for children and young people.

Vision

Spencer Academies Trust is an exceptional Trust, providing an outstanding education for local children.

We Believe:

- All children have a right to a quality education regardless of background or ability, and have an entitlement to the opportunity of a secure progression route in their learning and development.
- Schools are stronger when they work in collaboration with each other, operate within a 'family' and are open to a true sense of partnership.
- We grow the effectiveness and sustainability of our schools by developing the people within them, and that through shared and equitable responsibility for quality and outcomes; we achieve more.

Applicants would be expected to share the Trust's high aspirations and expectations for pupils and staff.

The Spencer Academies Trust Safer recruitment policy requires applications for this post must be submitted through our recruitment portal. CV's cannot be accepted. We are also required to request references prior to interview.

Closing date for applications 9am on Thursday 4 September 2025.

Early application is strongly encouraged as we reserve the right to interview and close the advert ahead of the closing date.

How to Apply

Applications are submitted through our Every Candidate Portal. If you are a new user to our portal, you can click on '**Register**' to complete your candidate profile. If you already have a candidate profile with us, click on '**Sign In**'. Both of these routes allow you to feed your candidate information into any of our vacancies and view the status of your application.

If you want to apply directly for this role and not save your data for any future vacancies, you can click on the '**Apply Now**' button at the bottom of this page.

We have added a video to help guide you through our portal, please visit <https://vimeo.com/737845492/c1b8e43656>

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics.

Spencer Academies Trust is a Disability Confident Committed Employer.