

JOB ADVERT

POST TITLE:	Office Manager at BOA Digital Technologies Academy
RESPONSIBLE TO:	Principal
SALARY:	SCP 15 to 22 (£29,093 to £32,654 FTE, prorated to £26,445 to £29,682)
WORKING PATERNS:	Full Time (37.5 hours per week), term time only plus 10 days
CLOSING DATE:	Monday, 25 th August 2025
INTERVIEW DATE:	Week commencing Monday, 25 th August 2025
START DATE:	September 2025 or as soon as possible

The BOA Group are seeking to appoint a motivated, dedicated and aspirational Office Manager to join the team at BOA Digital Technologies Academy, supporting the Principal and the wider senior team.

The BOA Group is a unique and exceptional creative educational setting, committed to the highest standards of excellence. We are a growing Multi-Academy Trust offering creative hubs for the expressive arts and for specialist technical and digital skills.

Currently comprising of three academies – ‘BOA Creative, Digital and Performing Arts’ (opened in 2011), ‘BOA Stage and Screen Production Academy’ (opened in 2021) and ‘BOA Digital Technologies’ (opened in September 2022) – located in the centre of Birmingham and within the hub of the creative and digital industries in the West Midlands, we benefit from superb facilities for academic, vocational and extra-curricular activities.

THE ROLE:

BOA Digital is seeking to appoint an Office Manager, working alongside the wider staff and leaders to provide excellence across the school. The role will be primarily based at BOA Digital Technologies Academy with occasional travel to other BOA Group locations across central Birmingham as required.

The Office Manager plays a pivotal role in ensuring the smooth and efficient running of BOA Digital Technologies Academy’s administrative functions. Acting as a key liaison between staff, students, external partners, and visitors, the Office Manager will provide high-level operational support to the Senior Leadership Team, manage and develop the administration team, including the line management of the Operations Administrator and PA, and the Receptionist and oversee a wide range of business and facilities-related responsibilities.

This role ensures that school operations uphold the highest standards of professionalism, compliance, and customer service.

The Group believes that all young people deserve to become world-class learners - to learn, enjoy, succeed and thrive in a first-rate educational environment with excellent facilities,

outstanding teaching and the most up-to-date resources available to them. You will benefit from visionary, inspirational and dynamic leadership and be empowered to develop your own skills.

If you share the Academy Trust's vision and ambitions, possess a strong desire to work within an ethos of creative collaboration and partnership and want to have a positive impact on young people, families and the community then we would be delighted to hear from you.

HOW TO APPLY:

We welcome applications from people of all backgrounds who meet the requirements of the person specification.

We are committed to safeguarding and promoting the welfare of children. This post is subject to enhanced DBS clearance. All offers are subject to satisfactory references, enhanced DBS checks and successful completion of a contractual probationary period.

To apply for this position, please complete the application form and supporting statement. Where appropriate, please state within your application your specialist subject(s) and other subjects and at which level you are able to teach.

CVs will not be accepted. No agencies please.

FOR MORE INFORMATION:

For an information conversation or for more information please contact Christopher Barfoot, PA to the Chief Executive Officer, who will direct you to the most appropriate person.

E: Christopher.Barfoot@BOA-Group.co.uk

T: 0121 359 9300

FURTHER PARTICULARS

We are a growing multi academy trust operating specialist academies, working in partnership with the Ormiston Trust and Birmingham City University to offer exciting and unique educational pathways for learners with interests in performing arts and digital technologies.

About the BOA Group

The BOA Group is led by chief executive, Kate Tague, and the Board of Directors, chaired by Dr Jonnie Turpie MBE. The Academy Trust was founded in 2011 with the opening of BOA Creative, Digital and Performing Arts Academy and converted to Multi Academy Trust status in 2021.

BOA Creative, Digital & Performing Arts - a digital and performing arts academy for learners aged 14-19. Opened in September 2011 on a brand new and purpose-built site with superb facilities for academic, vocational and extra-curricular activities. Rated good in every category by OFSTED and with continual outstanding results, students at BOA Creative have the opportunity to individualise their learning pathway, following performance, production and creativity routes.

BOA Stage and Screen Production - a production and broadcast technologies academy for learners aged 16-19. Opened in the Jewellery Quarter in 2021, BOA Stage and Screen provides an industry lead curriculum for young people in both existing and emerging production techniques and broadcast technologies. Working in close collaboration with our creative and industry partners to develop and deliver specialist programmes of study, students learn the skills they need to join the very best production houses all over the world.

BOA Digital Technologies – an academy for 11–18-year-old learners passionate about digital technologies, which opens for the first time in September 2022. BOA Digital Technologies will deliver a specialist education in creative and digital technologies, maximising future opportunities for all students working closely with the industry to ensure that we address the growing demand for digital level skills now and in the future.

Our academies are regional and admit students from across Birmingham, the Black Country (including Dudley, Sandwell, Walsall and Wolverhampton) as well as from Coventry and Solihull. Please see the individual academies websites for further information and admissions policies.

We aim to inspire our students to “Imagine Everything” and ensure they leave us with the qualifications, technical knowledge and employability skills they require for the next stage of their lives.