

Co-op Academy Princeville - Bradford

**Office Manager**

**Permanent Role starting January 2022**

**37 hours per week Term Time Only + 10 days**

**Band 7 – SCP 11-17 (may consider Band 8 (SCP 17-22) for the right candidate)**

Co-op Academy Princeville are seeking to appoint a highly motivated and experienced Office Manager with the enthusiasm, drive and skills to effectively provide administrative and operational support to the Academy and assist with the effective financial operation of the academy office

**We are looking for someone who:**

* Values every child and the cultural diversity of our academy
* Is able to demonstrate a high standard of verbal, written and analytical skills
* Can develop, implement and review administrative procedures and systems, putting in place necessary controls and ensuring compliance
* Can coordinate and assist in the collation and preparation of statistics, management information and reports as required
* Is able to demonstrate a high standard of customer service experience and skills
* Has previous experience of working within an academy office
* Is willing to undertake necessary training (including First Aid)
* Is well motivated, friendly and sympathetic to staff, parents and children

**We can offer you:**

* Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more
* Free access to a confidential 24/7 Employee Assistance Programme
* Effective, supportive and dynamic leadership across Co-op Academy Princeville
* An effective and supportive team to work within
* Modern buildings and incredible learning environments

**Closing date:** 12 noon Friday 3rd December 2021

**Shortlisting:** Friday 3rd December 2021

**Interviews:** Thursday 9th December 2021

**Further details and application forms can be found on the Academy’s website**

<https://www.coopacademies.co.uk/vacancies/>

or by contacting the academy at princeville-hr@coopacademies.co.uk. This is also the email address to which completed applications should be submitted.

Visits are warmly welcomed and encouraged by appointment with the academy office on 01274 573298

*Co-op Academy Princeville is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments are made subject to an enhanced check with the Disclosure and Barring Service and a medical declaration.*

*“Co-op Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”.*