

OFFICE MANAGER / PA TO HEADTEACHER

Salary: BEX09 (pro rata)
Hours: 36 hours per week, 42 weeks per year
Start Date: 01 September 2021
Closing Date: 07 July 2021

At Holy Trinity Lamorbey our mission is to transform lives and build futures. We aim to deliver this through our 3 Christian virtues of; Love, Courage and Wisdom. For every pupil we aim to deliver 3 outcomes; outstanding outcomes for all, a curriculum for the future, and active citizenship. We have high expectations for the pupils and understand that we are vital in helping shape their future.

Holy Trinity Lamorbey is a warm, welcoming and thriving, 2 form entry Church of England Primary School which is part of the Amadeus Primary Academies Trust, an exciting and collaboration focused multi-academy trust of 6 local schools. Under the leadership of a dynamic and inspirational Headteacher with a track record of school improvement, we are looking to appoint an enthusiastic, highly motivated and innovative Office Manager / PA to the Headteacher who is committed to driving the support areas of school forward, which then contributes to the educational success of all our pupils. Our support staff are a highly valued team at Holy Trinity Lamorbey, whose attention to detail, commitment to providing the best service possible, and passion for overcoming inequality in education has helped to transform student outcomes. This role is pivotal in this success.

Amadeus Primary Academies Trust

We are a local Multi Academy Trust of like-minded successful primary schools in Bexley and Bromley. The Amadeus Primary Academies Trust is committed to high quality education in a primary context providing continuous school improvement through collaboration, common vision, shared values, collective responsibility and effective accountability. For further information about the school, please visit: <http://www.apat.org.uk/>.

Our vision to provide this exceptional education requires exceptional business leadership to ensure that our school has everything it needs to function at the highest level. We are seeking to appoint an enthusiastic, professional and highly motivated individual with a clear understanding of how excellent business support enables exceptional education to provide outstanding support to all stakeholders within the Academy. Like us, you will be innovative, hardworking, passionate, supportive and open to new ideas. You should have experience of working in the education sector, and ideally have experience of working in, and leading a busy team and environment. You must have a strong desire to positively impact students' learning, and a firm commitment to maintaining high standards in your work. As Office Manager / Headteacher's PA, you will possess a sound knowledge of the business areas within a school, including compliance, Finance, external returns and admissions. The ability to build strong working relationships with staff at all levels with confidence and enthusiasm is also key. This is an excellent opportunity for an exceptional Office Manager. If you are passionate about using your skills in education to improve standards and make a difference to the lives of young people, Holy Trinity would like to hear from you.

What we offer:

- An excellent programme of continuing professional development
- The chance to shape the future in collaboration with the leadership team and external education professionals
- The opportunity to develop personally and professionally with structured performance management, and opportunities to advance to positions of greater responsibility
- Involvement in school and community events
- Strong senior and middle leadership with a focused strategic direction
- A proactive 'can do, let's give it a go' culture within a framework of clear structures and systems
- Support and development and opportunities to work across the Amadeus Primary Academies Trust

Shortlisting: 09 July 2021

Interviews: 14 and 15 July 2021

For further details and an application form, please visit: <http://www.htl.bexley.sch.uk>

To apply for this vacancy please go to the Amadeus Primary Academies Trust website <https://www.apat.org.uk/work-with-us> and submit an online application. If you have any difficulty with submission of your application or have any additional queries, please email careers@apat.org.uk.

References will be requested for those shortlisted only, and prior to interview. Only those shortlisted for interview will be contacted.

We are committed to safeguarding children and promoting their welfare. We expect all staff to share this commitment. The post is subject to an enhanced Disclosure and Barring Service check.