



Reach South Academy Trust is seeking an Exceptional Office Manager for Malmesbury Park Primary Academy

- Post:** Office Manager
- Location:** Malmesbury Park Primary Academy, Bournemouth.
- Salary Range:** Grade 6 (£23,111 rising to £25,463 per annum pro rata)
- Hours/Contract:** Permanent Contract: 37 hours per week, term time only, 39 weeks per year.

Background: Reach South is a young and developing Trust which operates across the South West of England with the aim of delivering all through 3-19 education. We operate 13 academies in Plymouth, Bournemouth, Dorset and Wiltshire

We are building this Trust on a clear set of values, behaviours and curriculum principles. At the heart of those values and principles is a belief in our young people and a determination to support them to develop the knowledge, skills and attitudes to become the successful citizens for today and all of their tomorrows. Our vision is to enable individual academies to flourish with curriculum autonomy, within a consistent framework of a metacognition focused pedagogy. We are committed to collaboration with other schools, MATs, colleges, Local Authorities, employers and Government to bring the widest benefit to young people and our staff.

Our core business is delivering exceptional education for children and young people with a mission to help all pupils aspire to achieve beyond the expectations that others put on them. We do this through the development of a talented and committed work force. In order to deliver exceptional opportunities for learning, we need highly motivated staff across all parts of the organisation.

The Role: You will be responsible for the management and delivery of all office and administrative services for the school and will work closely with the Executive Business Manager and the Trusts Shared Service Centre.

This is a great opportunity for a self-motivated, self-sufficient, dynamic and very well organised individual with a can-do attitude to be part of a fast-growing and well-regarded charitable organisation.

So if you think this role may be for you and want to be involved at this exciting time in our development, please get in touch by calling Nicola Smith, Deputy Headteacher on 01202 291227

Further details about the role are available at www.reachsouth.org/careers or on the school website at <https://malmesburypark.com>

Closing date for applications is Friday 8th February at 12 noon.

To apply: Please send a completed application form and equal opportunities monitoring form to Nicola Smith, Deputy Headteacher, Malmesbury Park Primary School, Lowther Road, Bournemouth BH8 8LU at office@malmesburypark.bournemouth.sch.uk

Opportunities and Benefits:

We offer a competitive salary plus LGPS pension, great career progression and development opportunities with many other benefits.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Each post is subject to an enhanced DBS check.

Reach South Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete and return the Equal Opportunities Monitoring form separately with their application.