



Parsonage Street
Halstead
Essex CO9 2JT

**Richard de Clare Community Academy
Office Manager**

Required January 2022

37 hours per week – 4 days: 8am - 4pm & 1 day: 8am – 3.30pm

Scale 5 – Point 8-11 – FTE £20,493 to £21,748

Actual Salary - £17,411 to £18,477

39 Working Weeks (44.3 Paid Weeks) per annum

We are currently seeking applicants for the position of Office Manager at Richard De Clare Community Academy. We would like to appoint an organised and enthusiastic leader to join our staffing team.

The appointed candidate will have the opportunity to run the school office and would be required to be approachable, calm during busy periods and be able to prioritise a varied workload with a sense of humour! It would be preferable if applicants had previous experience of working in a school environment with knowledge of SIMS and other school software. Proficiency in MS Word and Excel is essential.

The successful applicant's duties will include providing general clerical, financial, administrative and reception support to the school as well as line managing the office team.

A willingness to undertake first aid duties and training is essential.

Please note that as with all jobs in school, holidays are not permitted during term time.

Closing Date: Wednesday 10th November 2021

Propose Interview Date: Thursday 18th November 2021

For an application form please contact Bridge Academy Trust

T: 01245 504598 or e: masseyc@bridgeacademytrust.org

www.bridgeacademytrust.org

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful, an enhanced DBS check would be sought. The Bridge Academy Trust welcomes applications from those of all backgrounds, faiths and ethnic groups.