

TAMESIDE PRIMARY ACADEMY
Price Road, Wednesbury, West Midlands, WS10 0EZ
Tel. 0121 556 0340

OFFICE MANAGER

Salary: Band E £24,313 - £28,785 per annum pro rata.

Hours: Full Time – Term Time + 3 Weeks

We are seeking an experienced Office Manager to work closely with the Trust Administration Manager; organise and supervise administrative systems and support staff in the school office. Applicants will:

- Passionate about improving the lives of our students
- Role model a commitment to excellence
- Be confident in using ICT systems including SIMS
- Want to collaborate as part of a team
- Are flexible and adaptable, rising to the challenge of creating a new Academy
- Have high standards for their team and themselves

In return we will offer:

- Excellent career development opportunities

The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

More information about the Academy and Application Forms are available from our website: <https://tamesideprimary.academy/>

Closing date: 8.00am Tuesday 26th May 2020