



Office Manager, David Livingstone Academy
Grade 8 Scale point 32-34 Outer London / £28,591 per annum
36 hours per week, Term Time + 2 weeks
Required for February 2019

Passion – Urgency – Positivity – Aspiration – Commitment

STEP Academy Trust is an exciting, dynamic place to work that can offer great opportunities to the right candidate. If you are ready to take the next step in your career, join us as we 'Strive Together for Excellence in Partnership'.

We are looking to appoint an Office Manager to support David Livingstone Academy, located in Thornton Heath, Croydon; in a supportive, mission and values driven organisation. Committed to improving the life

We can offer you:

- Free membership to Perkbox discount scheme;
- Free school lunch option;
- 50% reduction in Benenden Health Care scheme subscriptions.

The successful candidate must:

- Be qualified to NVQ Level 4 or equivalent / have experience in a relevant discipline;
- Have excellent numeracy and literacy skills;
- Be proficient in the use of ICT, including experience of Microsoft Office and school software packages;
- Be able to relate well to children and adults;
- Have experience of working within a school administration role;
- Be able to work effectively under pressure.

Our Academies are inclusive, with the highest academic standards; we take children from all backgrounds and give them the knowledge, skills and confidence to flourish. The happiness, well-being and success of our pupils is at the centre of everything we do.

We seek staff who believe in the Trust's Values of:

Passion — Working in education, we have the ability to profoundly change children's lives; the stakes are incredibly high. Our aim should always be to provide for the pupils of our Academies what we would want for our own children.

Urgency — The amount of time children spend in education is finite. We have a responsibility to ensure every moment a child is in a STEP Academy must be spent productively. Once wasted, it is gone forever and cannot be given back.

Positivity — Staff have a responsibility to be positive and supportive of each other. Negativity leads to low expectations and a culture where excuses are tolerated.

Aspiration — Embodied in the Trust motto, "Striving Together for Excellence in Partnership," all members of staff aim for excellence in their individual professional roles.

Commitment — Staff are prepared to go the extra mile to provide the best possible education for their pupils. The interests of children are always placed ahead of those of staff.

If you are interested in this role and would like to visit David Livingstone Academy, please contact Amanda Dickson, Senior Academy Business Manager, to make an appointment – amanda.dickson@stepacademytrust.org

The application form, job description and person specification can be found on our website – www.stepacademytrust.org . Completed applications with a supporting statement outlining how you meet the criteria listed in the Person Specification should be returned by post to: amanda.dickson@stepacademytrust.org

Closing date: Tuesday 14th December 2018 at midday

Interviews: w/c Monday 17th November 2018

Due to the expected high volume of interest in this role, if you have not been contacted by Friday 14th December 2018, it should be assumed that your application was unsuccessful on this occasion.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an Enhanced DBS check.

Please note CVs will not be accepted.