



Office Manager

Grade 8 East Sussex Pay scale (£22,966 - £24,805) Pro Rata Term Time only
High Cliff Academy & Breakwater Academy, Newhaven, East Sussex

As a growing multi-academy trust, we are seeking to recruit talented office managers on a part-time basis, who share our moral purpose. The happiness, well-being and success of our pupils is at the centre of everything we do. If you are passionate about improving the life chances of all children, then STEP is the right place for you!

Passion — Urgency — Positivity — Aspiration — Commitment

Role & Responsibilities:

- Organise and supervise administrative systems within the academy.
- Contribute to the planning, development and monitoring of support services and/or management of support staff, including coordination and delegation of relevant activities.
- Support the management team in developing the business and resource management.
- Ensure high quality performance through effective monitoring, evaluation, development and best value approach to the use of resources to enable students to achieve their best.
- Oversee all aspects of the administrative work of the academy.

We can offer you:

- a compassionate and welcoming staff team, who are driven to achieve the best for our children
- a supportive leadership team, who want to bring out the best in their staff

Visits are actively encouraged and can be arranged by contacting the School office: 01273 041471.

Application packs can be downloaded from our websites www.highcliffacademy.org and www.breakwateracademy.org

Completed applications forms should be returned to Jackie Wales, Business Manager at Jackie.Wales@stepacademytrust.org

Closing date: Midday 24th May 2019

Interviews w/b: 3rd June 2019

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 CRB check.