



## **STEP JUNIOR OFFICE MANAGER**

**Grade 7 – Scale Point 23-25 (£28,273 pa- £29,172pa pro rata)  
36 hours per week to be worked Term time, plus INSET days, plus two weeks  
Required for September 2021**

### **INTERNAL APPLICANTS ONLY**

**Passion - Urgency - Positivity - Aspiration - Commitment**

An exciting career opportunity has become available within STEP Academy Trust in the form of the new role of Junior Office Manager based at Beddington Park Academy. Working closely with the Head of School and the Business Advisor, the successful candidate will manage all administrative and operational aspects of the academy to ensure the effective utilisation of resources to enable Beddington Park Academy to provide a World Class Education.

#### **We can offer you:**

- An exciting and dynamic workplace, offering an outstanding education to all of its pupils;
- Enthusiastic children who are keen to learn;
- Excellent professional development and promotion opportunities.

The Job Description and Person Specification fully outline the requirements of this post and can be found on our website - [www.stepacademytrust.org](http://www.stepacademytrust.org) . Supporting statements written in line with the Person Specification should be returned by email to [kelly.mckie@stepacademytrust.org](mailto:kelly.mckie@stepacademytrust.org)

STEP Academy Trust believes that its workforce should reflect the local community and that all groups within the community should have equal access to the Trust's employment opportunities. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Applicants must hold the right to work in the UK.

**Closing date: Thursday 22 July 2021 at 12 noon.**

**Interviews: Friday 23<sup>rd</sup> July 2021**

**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.**

**CVs are not accepted.**