**VACANCY**

**Position:** Office manager and PA to Headteacher

**Based at:** Oxclose Community Academy

**Address:** Dilston Close, Washington, NE38 0LN

**Advert Start Date:** Friday 21st June 2024

**Contract Type:** Permanent

**Scale:** Grade G – NJC 18 to 22

**Salary:** £29269 to £31364

**Hours Per Week:** 37 Hours per Week

**Required from:** September 2024

An exciting opportunity has arisen due to promotion of the existing post holder for an office manager for Oxclose Community Academy who will also be PA to the head teacher. This role will involve the management of the school reception including the coordination and management of administrative staff, delegation of relevant activities and support of the wider school to meet the school’s educational vision.

This role involves providing timely and effective secretarial and administrative support to the Head Teacher (and other members of the Leadership Team) in accordance with good secretarial practice.

You will ensure the effective operation of the Head Teacher personal office and the efficient discharge of functions to the teachers and parents including hospitality arrangements and management of the Head Teachers diary.

We provide an extremely supportive induction programme for new staff and excellent professional development opportunities. The successful candidate will also have the benefit of joining the local government pension scheme alongside free access to our on-site gym and access to free parking.

Discover Learning Trust is fully committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a subject to an enhanced DBS disclosure.

Discover Learning Trust is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.

**Please note that we do not accept CVs**. For an application pack please contact Mrs L Fittes, Purchasing and Personnel Manager at recruitment@oxclose.net.

**To arrange an informal discussion regarding the role or a visit the school, please contact Mrs Fittes, as detailed above.**

**Application Closing Date:** Friday 5th July 2024 – Noon

**Interviews:** Friday 12th July 2024 - AM