



# VACANCY

## OFFICE SERVICES MANAGER

Grade 6

37 Term Time plus 10 days

Salary: £19,350.34

Immediate start

Our Local Academy Council (LAC) are seeking to appoint an enthusiastic and proactive Office Services manager. Under the guidance and direction of the Headteacher or member of the Senior Management Team, this person will be able to organise and deliver effective administrative systems. Manage People, support other staff in their roles, HR management, financial management and ability to prioritise workloads within the office.

### **St Edwards CE Academy, Cheddleton (SEAC) is:**

A place where self-esteem and confidence are nurtured for all through Christian values; where there is always an emphasis on high expectations and standards in all that we do.

### **We are looking for someone:**

- Who has the skills and is committed to fulfilling their roles and responsibilities (see job specification for details).
- Who has and maintains high expectations of themselves and others
- Who works within all aspects of our policies and procedures
- Who is positive and passionate

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

- A leadership team, LAC and staff that are committed to supporting each other
- A supportive working environment where everyone is valued
- A working environment and ethos that keeps children at the centre of all that we do

Applicants should submit a completed application form, monitoring form & PEAQ form by the closing date. These can all be found on our website – St Edwards Cheddleton, under Information, vacancies/career opportunities.

This Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to appropriate vetting procedures including a criminal records check from the Disclosure and Barring Service which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

- **Academy visit/walk around will be available on request (please book a visit through the office: 01538 714840)**
- **Closing date for applications: 9<sup>th</sup> December 2020 @ 12 noon**
- **Interviews will take place on Monday 14<sup>th</sup> / Tuesday 15<sup>th</sup> December**

 **Staffordshire  
University**

Academies  
Trust

**Start date: January 2021**

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