

**ACRE HALL PRIMARY SCHOOL**

Irlam Road, Flixton, Manchester, M41 6NA

Email: admin@acrehall.trafford.sch.uk Website: [www.acrehall.trafford.sch.uk](http://www.acrehall.trafford.sch.uk)

Executive Principal/CEO: Mrs J. Appleyard Head of School: Mrs A. White

**Office Manager**

**(Full time – 36.25 hours per week)**

**Band 5, scp 26-28 (Term-time plus 2 weeks – 41 weeks) (pro-rated salary £21,489 - £22,926)**

**Our school is a member of The Dunham Trust, a multi-academy trust of five schools based in Trafford. The Trust’s core aim is to provide quality experiences and make a significant contribution to the children in its care. The Trust provides a successful platform for staff networking, professional development and collaboration across its schools. The central Trust team includes two National Leaders of Education who are highly experienced and able to provide strong leadership and support.**

**We are looking to appoint an experienced office manager to work within the school and control administrative functions including staff and pupil systems. The successful candidate will need to:**

1. Plan, develop, organise and monitor support systems, procedures and policies
2. Manage / supervise administrative staff
3. Provide support, advice and guidance on administrative issues to senior staff, governing body and others
4. Liaise with other staff, pupils, parents/carers and external agencies
5. Develop and maintain record and information systems including SIMS and Parent Pay
6. Undertake analysis and evaluation of data, and produce ad hoc detailed reports and information
7. Be responsible for completion and submission of forms, returns etc., including those to outside agencies and the government.

**We can offer:**

**- An exciting opportunity in a dynamic school environment;**

**- A supportive central team;**

**- A supportive office team;**

**- A commitment to your CPD and future career path;**

**The Dunham Trust and Acre Hall Primary School are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.  Staff and volunteer appointments will be subject to satisfactory pre-employment clearances and checks including a Disclosure and Barring Service check.**

Non-Teaching application form, job description and person specification are available on the school and Trust websites or via Greater Jobs. Completed application forms should be returned to the jobs e-mail address (recruitment@thedunhamtrust.org.uk), or by hand/post to the school office, by the closing date listed below. Please note that email application is preferable.

**Informal enquiries to be directed to Mrs A. White (Head Of School) – Acre Hall Primary 0161 748 4356**

**Closing date for application Monday 8th October at 8.00am**

**Shortlisting Monday 8th October at 9.30am**

**Successfully shortlisted applicants will be notified and invited to interview by 4pm**

**Interviews Friday 12th October**