**Lead Administrative Officer (Office Manager)**

**To start as soon as possible**

**Band 8 SCP 17 – SCP 22 (£21,457 to £23,790 actual)**

**37 hours per week, permanent, TTO+ 15 Days**

(Hours of work will be agreed on appointment but will typically be worked between 8.00am and 4.30pm Monday to Friday)

A new and exciting opportunity has arisen for an experienced **Lead Administrative Officer** to join Appleton Academy, which is part of the Exceed Academies Trust and based in Wyke, Bradford. We are an all-through Academy (the first such school to open in Bradford) with children attending between the ages of 3 and 16 years. Our Academy serves the local community and is very easily accessed from both Leeds and Bradford. Exceed Academies Trust has an excellent reputation in Bradford and beyond and an outstanding track record of supporting staff in developing their careers.

The **Lead Administrative Officer** plays a key role at the Academy. You will be working closely with the Executive Headteacher and Executive Services Manager to not only manage the administrative team at Appleton Academy but to take a proactive role in overseeing some of the most important functions of running effective support services for our staff, students, parents, stakeholders and the wider community.

You will be the first point of contact for parents, students, staff and other visitors but also for managing critical functions such as (but not limited to):

* First line staff absence reporting
* Managing visitors’ ID checks and elements of the Single Central Register
* Managing the admin budget
* First aid
* Trips and visits
* School uniform procurement
* Maintaining stock & supplies using Trust procurement systems

You will also manage a dedicated team of administrative staff, delegating and managing workloads, providing support and training and ensuring the team remain motivated at all times to meet agreed service level standards. The ideal candidate will, therefore, be accountable, expect high standards of themselves and others, be organised, approachable and friendly and able to work with minimal supervision.

We can offer:

* A dedicated and experienced staff team, supported by SLT, governors and parents
* An opportunity to make a significant contribution to our ongoing improvements
* An opportunity to further your professional development
* Access to excellent training and guidance
* Access to free support via our Employee Assistance Programme
* A 6-month probationary period

**Closing date: Thursday 2 July 2020, 12.00pm**

**Interview dates: From week commencing 6 July 2020**

For an informal discussion regarding this opportunity, please contact Craig Armitage, Executive Services Manager via [info@appletonacademy.co.uk](mailto:info@appletonacademy.co.uk). Further details about our school can also be found on our website www.appletonacademy.co.uk.

If you are interested in applying for this role, please do so by downloading an application form from our website and submitting a completed application form to [recruitment@appletonacademy.co.uk](mailto:recruitment@appletonacademy.co.uk).

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.