



Wheelwright Lane, Coventry CV7 9RA

**Office Manager**

**Salary range - £24,012 - £27,041**

**36.5 hours per week, plus banked hours**

**Term time only + 2 weeks**

**To start March 2021 or ASAP**

**Are you ready to make the school run like clockwork?**

As an Office Manager at our brand-new school, you'll help make your school run like clockwork!

You'll be in charge of managing the office, ranging from meeting and diary management and providing support to the Head Teacher, HR administration, providing data to payroll and maintaining attendance records.

You'll be involved in running the reception and responsibility for accurate files. With your efficient, professional approach and ability to set up processes and systems, you'll keep the cogs of the school turning.

The role encompasses all aspects of office administration and requires a close working relationship with the Head that is built upon absolute trust. Often the first point of contact for a diverse community of pupils, parents, staff, governors and visitors, the successful post holder will be an outstanding ambassador for both the school and the wider Trust, demonstrating exceptional people skills, a commitment to providing a high level of customer service and showing absolute professionalism at all times. Proactive and highly efficient, you will be called upon to use ingenuity to resolve challenging situations and the ability to remain calm under pressure is vital. The post holder will also have responsibility of managing the admin team.

The Warwickshire Academy, part of the Thrive Education Partnership, is our brand new, co-educational SEN provision in Warwickshire. The school will have a capacity of up to 80 young people between the ages of 8 and 19, the majority of whom will be

in the secondary provision. The school will include a full-size hall, MUGA, and specialist classrooms for science, food technology, DT and art.

Pupils will be supported in small class sizes (maximum of 8), by well qualified and experienced staff who are able to offer an extensive range of academic, practical, vocational, sport and leisure activities, to support both a young person's educational achievements and social and communication skills.

For children with complex, challenging needs, the level of care and education must go above and beyond. That's what drives us, here at The Warwickshire Academy. In short, we are enhancing life opportunities of our young people.

Rewards

We know you're going to do great things as part of our brilliant team.

In return for your hard work, you'll enjoy a competitive salary and contributory pension scheme.

The Warwickshire Academy is committed to safeguarding and promoting the welfare of its young people. This post is subject to an enhanced DBS check. We are an equal opportunities employer welcoming applications from all sections of the community.

**Application forms and details can be obtained at [www.thrive.ac](http://www.thrive.ac)**

Completed forms should be sent by email to [vacancies@thrive.ac](mailto:vacancies@thrive.ac)

For an informal chat about the role please contact Paul Hostead on 07898994123

Closing date for applications Monday 25<sup>th</sup> January 2021

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role