

School Administration Manager

St Luke & St Philip's Primary School – A Church of England Academy

Permanent

Working Hours: 8:00am to 4.30pm Monday to Friday, Term Time Only + 2 weeks.

Start time is negotiable for the right candidate, while ideally would be 8am.

Salary: NJC Scale Point 17 - £23,836 FTE (£20,419 pro rata)

We are seeking to appoint a School Administration Manager to lead and manage the day to day office functions in our busy Academy. As part of a small team you will support the wider school functions using your experience and initiative to ensure robust systems and processes are developed and followed as well as being the welcoming face of the Academy to parents and visitors. Working with the trust DPO you will be the local lead for GDPR and work closely with the site team to ensure other areas of compliance are managed appropriately including health and safety. Excellent communication skills coupled with sound ICT knowledge and the ability to adapt are critical in this demanding but rewarding position.

This a fantastic opportunity for an experienced administrator looking for a role in an education setting or an aspiring School Business Manager seeking a pathway for professional development. You will be joining our Academy and the wider Cidari Multi Academy Trust at an exciting period of development and growth. You will bring your own personality and unique skill set to lead the administrative function, having real impact and supporting the Headteacher and colleagues in the drive to improve outcomes for our pupils.

The successful candidate must be able to establish positive relationships with all children, parents and members of staff. Being professional, approachable, efficient, creative and well-organised are essential criteria.

Visits to the school prior to application are welcome. Please contact the school office to arrange a mutually convenient time - 01254 54866.

Further information about the Academy is available by visiting our website; <https://www.stlukesblackburn.co.uk>

For further details and to apply, please visit our careers site - <https://stlukes.careers.eteach.com>

Application will only be accepted on a fully completed application form with supporting letter. CVs will not be accepted.

Closing date: Friday 31st May

Assessment centre date: Tuesday 11th June and Wednesday 12th June

Interview date: Friday 14th June

Cidari Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The above post is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment will be subject to a satisfactory check supplied by the Disclosure & Barring Service. The check will include any cautions, reprimands or final warnings as well as convictions. Further information is available [here](#).