



Job Role	Office Manager
Job Reference	PV21-27
Location	The Rural Enterprise Academy, Penkridge
Employer	Penk Valley Academy Trust
Contract	Full time (37 hours), Permanent, Full year (term time may be considered)
Closing date for applications	Friday 21 st January 2022 (12 noon)
Interview	Monday 31 st January 2022
Start date	March 2022 (before if possible)
Salary	Grade 8 (£27,041-£31,346)

About the Role

The Rural Enterprise Academy are seeking an experienced and efficient Office Manager to lead their team who can enhance our administrative provision. The successful candidate will join a friendly, welcoming, supportive and dedicated team. This post will require resilience, drive and ambition. However, we believe that for a candidate with passion for the responsibilities associated with this post, the rewards will be great.

Based in the main school administration office, the successful postholder will lead and develop the administrative function of the school, line manage administrative office staff and be a member of the Senior Management Team. This will include working 'out of hours' to support with events, attend SLT meetings, LGB meetings and other activities.

The Office Manager will be required to liaise with senior managers, PVAT Central team staff, pupils, governors, parents, carers, professionals, volunteers and visitors to maintain the high standards of the School while leading on the schools transport service and in conjunction with the PVAT central team, this post will support with HR, H&S and premises.

An ability to work in a very busy office with frequent interruptions is essential, along with the personality to lead by example and to challenge current practices in order to support a streamlined administration team.

About the School;

The Rural Enterprise Academy is a small school with only two classes of 30 students per year from Year 7 to Year 11. All students and staff know each other and as such we attract many students who thrive in a quieter, smaller environment than the usual hustle and bustle of a large secondary school.

As The Rural Enterprise Academy is such a unique school we are looking for unique staff to join us. Our staff love working here, with many staff having been with us since we opened nearly a decade ago. We recognise that a school like ours has to be the right fit – for parents, for students and for staff – and that's why we always ask for prospective applicants to visit us and see the school in person.

We are open for visits every day of the week 9am-5pm, so please get in touch today and book your visit by calling 01785 333360 or emailing enquiries@ruralenterpriseacademy.com

Being part of Penk Valley Academy Trust:

The School benefits from being part of Penk Valley Academy Trust that is the local academy trust for the following schools Marshbrook First School, Princefield First School, St John's First School, St Mary & St Chad CE First School, Penkridge Middle School, Wolgarston High School and The Rural Enterprise Academy. The Trust's vision is to take collective responsibility for ensuring that every child and young person in our Trust receives an excellent education, achieves high outcomes and realises their potential. All members of staff work incredibly hard to provide the very best education for every child in our care.

Employee benefits

As an employee you will be covered by our excellent well-being support programme through Schools Choice.

We take a collaborative view of learning where good practice is shared through structured INSET programmes within school and across the Trust. You will join a friendly team.

We use every opportunity to develop staff at all levels, we have a comprehensive CPD Programme and support staff at all levels to develop and experience opportunities to progress their careers.

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at www.penkvalley.co.uk and return HR@penkvalley.co.uk

Recruitment and hiring during COVID-19:

Despite the challenges we face, recruitment and hiring will continue for all Penk Valley Academy Trust vacancies with as little disruption as possible over the coming weeks and months. This is for all senior, teaching and support staff appointments. Applications will still be reviewed, and interviews conducted in a timely manner, although interview activities may vary. We will still aim to conduct face to face interviews where possible. Candidates will be given the option to interview via online video if you cannot attend in person, this can be discussed if your application is shortlisted. We will always adhere to Government advice.

This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment"

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful applicant will be subject to an enhanced DBS check.
