Ayresome Primary School

Worcester Street, Middlesbrough, TS1 4NT

Office Manager - Permanent

Band 9 - Spinal Column Points 18 – 22. 37 hours per week £27,755.94 - £29,658.78 per annum. Term time only, plus 15 days (205 days per year) 15 days to be agreed with the Headteacher. Working pattern Monday to Friday, 8am to 4pm (3.30pm on a Friday) (exact working arrangements and timings could be negotiable)

We require a highly motivated, enthusiastic and suitably qualified Office Manager to lead the office team, at the heart of our friendly, welcoming and inclusive school. The successful candidate will be an experienced administrator, who will work alongside a strong and committed school and trust central team and will benefit from the wider professional opportunities available of working for Ad Astra Academy Trust.

At Ayresome Primary School we have an inclusive vision which enables all of our community to achieve, enjoy and know success. Our values and school ethos mean we can work together with our pupils, governors, staff, and families to ensure that children in our school reach their full potential. This post offers a unique opportunity to join our school and truly make a difference to the community we serve.

The successful candidate will supervise the work of the administration team as an ongoing responsibility with regards to the day- to-day organisation and provision of administration support in the school office, having the opportunity to further develop their skills through a variety of professional development opportunities within an inclusive and supportive environment.

Candidates should be suitably qualified, and meet the criteria detailed on the person specification. Applications are welcomed from individuals who are experienced in working within a school office or other administrative environment and be able to demonstrate experience of working across a range of general administrative functions, together with experience in the planning and development of the service.

The successful candidate will work under the direction and guidance of the Headteacher.

This is post is to commence as soon as possible.

For an informal discussion, please contact Charlotte Haylock, Headteacher on 01642 244961 or via AYCharlotte.Haylock@ayresome.adastraschools.org.

We recognise that for individuals to achieve their best, the wellbeing of all Trust employees should be protected, promoted, and enhanced. The Trusts Staff Wellbeing Charter can also be viewed via the Ad Astra website: Staff Wellbeing Charter - Ad Astra Academy Trust | Ad Astra Academy Trust

Ayresome Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As such the successful candidate will be required to undergo an enhanced DBS check.

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This post is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).

Requesting an application form

Application forms and further details are available via the Ad Astra website site: http://www.adastraacademytrust.com/careers/

Completed application forms to be emailed to recruitment@adastraacademytrust.com

Candidates must only apply using the application form provided; CV's will not be accepted.

Closing Date is 09.00am Friday 16th May 2025.

Interviews will be held on Thursday 22nd May.