



Spa Education Trust - Office Manager

35 Hours per week, term time plus 3 weeks

Hay 7 pro-rata salary £31,924

We are seeking to appoint an office manager for our Camberwell site.

The successful candidate will have previous school administration experience and will be enthusiastic, conscientious, efficient and will be an excellent communicator. They will work as part of an office team, managing a team of staff and have excellent self-organisational skills and the ability to use their initiative and work independently. Experience of working with school MIS systems is essential.

For further information about the post or to arrange a visit, please email Nusrat Raja recruitment@spa-education.org

Applicants **must** complete a Spa Education Trust application form which can be found on our website <https://spa-education.org/spa-education-trust/vacancies> Please note CV's will not be accepted

Closing date Monday 3rd November at 12.00pm

Interviews will be held week commencing 10th November.

Our recruitment processes follow the guidance In the DfE document Safeguarding Children and Safer Recruitment in Education. All staff will be required to undertake a disclosure from the Disclosure & Barring Service.