



Spa Education Trust - Office Manager

35 Hours per week, term time plus 3 weeks

Hay 7 Point 14 - pro-rata salary £27,281

We are seeking to appoint an office manager for our Bermondsey 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

Closing date Tuesday 16th May 2023 at 12.00pm

Interviews will be held during week beginning 22nd May 2023

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.