| A picture containing graphics, font, graphic design, logo  Description automatically generated |
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| **Office Manager** |
| **Durham Academy**  **Bracken Court**  **Ushaw Moor**  **Durham DH7 7NG**  **E-mail**: [contact@durhamacademy.org.uk](mailto:contact@durhamacademy.org.uk)  **Website**: [www.durhamacademy.org.uk](http://www.durhamacademy.org.uk)  **Headteacher**: Mrs A Jobling  11-16 School.  **Salary:** Grade 6 SCP 11 - 17. £25,979 to £28,770 \* Pro rata to working weeks  **Actual Salary:** £22,481.83 to £24,897.12  **Contract Type:** Permanent, 37 hours per week, Term Time  **Required: ASAP**.  We are looking for a passionate and enthusiastic Office Manager to develop and lead the administrative provision at Durham Academy. This involves using sustainable and future proofing practices to improve efficiency and effectiveness. This is an exciting opportunity to join our school where you can be instrumental in developing the administrative service.  The ideal candidate will:   * Have a strong administrative background * Be passionate about administration * Have the ability to inspire others and lead a team * Have unwavering high expectations in delivering the highest quality provision * Be innovative, pro-active and flexible in their approach   Application: Please complete the application form and DCCR form and email back to [contact@durhamacademy.org.uk](mailto:contact@durhamacademy.org.uk) by the closing date outlined below. |
| ***Closing date for applications:*** *9am on Monday 18th March 2024.*  ***Interviews: TBC***  *We are committed to safeguarding and promoting the welfare of children and young people and to equality of opportunity. An enhanced DBS check is required for all successful applicants. Shortlisted candidates will be subject to safer recruitment checks including digital footprint.* |