



Knowleswood  
Primary School

**Office Manager**  
**Band 8/SO1 SCP 17-25 (Actual salary £26,633-£31,500)**  
**Permanent, term time plus 10 days**  
**37 hours per week**

A new and exciting opportunity has arisen for an experienced Office Manager to join Knowleswood Primary School.

Knowleswood Primary School is a two-form entry primary school for children aged 3-11 years old. All staff at Knowleswood Primary School and Exceed Academies Trust are committed to supporting our children and the local community, whilst going above and beyond to provide an environment for learning and personal development to overcome individual challenges and allows opportunities for children to become successful learners, confident individuals and responsible citizens.

The successful candidate will be working in a fully inclusive primary school setting. They will be required to ensure the smooth running of the school office, which has direct involvement with staff, pupils and parents, and deliver high quality and professional support to all departments of the school. They will be the key point of contact for the school and will be required to foster good relationships, both internally and externally.

Knowleswood Primary School is part of Exceed Academies Trust, which currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary academy, two alternative provision academies (Primary and Secondary), and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

**The successful candidate will;**

- Lead an Administrative Team in the delivery of admin support and services to staff, students and parents.
- Oversee the administrative office and the delivery of outstanding admin support to colleagues and senior leaders.
- Manage complex data and information while ensuring that school systems are kept up to date.
- Maintain critical school records and databases, ensuring confidentiality is maintained where necessary, but meeting the Academy's statutory responsibilities, including to external organisations such as the DfE.
- Oversee the departmental budget, seeking best value and propriety in purchases and financial transactions to ensure compliance with policies and procedures.
- Assist in managing HR and recruitment processes, including recruitment of temporary and supply members of staff.

Together we Exceed

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**The essential requirements for this role are;**

- Minimum of GCSE English and Mathematics at grade C or above (or equivalent)
- Excellent communication skills including telephone/reception skills
- Experience of supervising or managing staff
- Experience of working in a school office environment at a senior level
- Experience using Microsoft Office and complex databases with excellent IT skills
- Fluency of the English Language at an Advanced Threshold Level

**Closing date: Monday 20<sup>th</sup> January 2025 at 9am**

**Interview date: TBC**

For an informal discussion regarding this opportunity, please contact Ryan Lewis, Headteacher, on 01274 778177 or [office@knowleswoodacademy.co.uk](mailto:office@knowleswoodacademy.co.uk). Further details about our school can also be found on our website [www.knowleswood.co.uk](http://www.knowleswood.co.uk)

If you are interested in applying for this role, please do so by submitting an online application.

**CVs or applications via Indeed will not be accepted.**

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2024. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.

