

**Academy Admin Manager**

**36 hours a week, Term Time only plus 5 inset days**

**Salary NJC Point 8 – 15. Actual salary, based on the above hours £21,357.23 - £24,038.34 per annum.**

 **(Applications of part-time hours, minimum of 26 hours a week, may be considered)**

Linden Road Primary Academy is seeking to appoint a permanent Academy Admin Manager

The successful candidate will have excellent organisational, interpersonal and communication skills and the ability to work collaboratively with a range of colleagues.

We are looking for someone who has:

* ﻿﻿Strong skills in working as part of a team and being self-directed,
* A friendly and helpful manner as first point of contact in our academy,
* ﻿﻿Experience of using education management systems.

We can offer:

* ﻿﻿a pleasant and friendly working environment in a happy and successful school full of kind, well-behaved children,
* ﻿﻿highly-skilled and supportive colleagues who have a good sense of humour,
* ﻿﻿Continuous Professional Development

An informal visit to the school is encouraged and warmly welcomed. Please contact the Academy Business Manager, Emma Derbyshire, at e.derbyshire@lindenroadacademy.co.uk to make arrangements.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.

Please return application forms by email to e.derbyshire@lindenroadacademy.co.uk We will also accept applications by post or delivered in-person. We will not accept CVs, and applicants must use the Enquire Leaning Trust Job Application Form to apply for this position.

Closing date: **Tuesday 7th May, 2024 at 12 noon.**

Interviews: **Friday 10th May, 2024.**