

# Wellspring Academy Trust

## Phoenix Park and Sevenhills Academies

### Office Manager



Wellspring Academy Trust is a Multi-Academy Trust and an approved DfE Academy Sponsor with academies in South Yorkshire, West Yorkshire, Lincolnshire and North East Lincolnshire. We are a growing Trust that is passionate about Making A Difference for the young people and Communities we serve.

We seek to recruit a highly motivated and suitably experienced Office Manager to join our team at Phoenix Park and Sevenhills Academies in Grimsby. We require an experienced and professional individual to provide practical and strategic support to the team.

The applicant must be organised and able to effectively manage workload/deadlines. Attention to detail is key.

<b>Reporting to</b>	Executive Principal
<b>Duration of Post</b>	Permanent
<b>Work Commitment</b>	Term Time + 15 days
<b>Hours</b>	37 hours per week
<b>Salary</b>	NJC Point 24 (£21,962 pro rata), plus excellent benefits
<b>Start date</b>	<b>As soon as available</b>
<b>Closing date</b>	Friday 16 <sup>th</sup> February 2018 12 noon
<b>Shortlisting</b>	<b>Monday 19<sup>th</sup> February 2018</b>
<b>Interview date</b>	Week beginning 26 <sup>th</sup> February 2018
<b>Applications</b>	Submit completed applications to:

**k.storr@wellspringacademies.org.uk or by post to Mr P Hutchinson, Phoenix Park Academy, Park Avenue, Grimsby, N E Lincolnshire, DN32 0BZ**

The Trust recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Trust activities and expects all staff to share this commitment. An Enhanced DBS is required for this post.

[www.wellspringacademytrust.co.uk](http://www.wellspringacademytrust.co.uk)