



## Office Manager

The Forge Trust is an expanding Multi Academy Trust and wishes to appoint a motivated Senior Administration Assistant to work within The Python Hill Academy. The successful applicant will be responsible to the Principal and the Finance Director.

**Location:** The Python Hill Academy

**Salary details NJC:** Grade 5 (term-time only plus two weeks)

**Appointment type:** Permanent - 37 hours per week

**Closing Date:** Tuesday 16<sup>th</sup> June 2026 at 12 noon

**Interview date:** Monday 22<sup>nd</sup> June 2026

**Starting date:** Monday 20<sup>th</sup> July 2026 or as near to this date as possible

### Responsibilities:

- Supervise administrative assistants to ensure the smooth running of the office
- Manage the GDPR requirements for the school
- Use the school online systems (school money/Arbor)
- Manage the school budget alongside the finance director and the principal
- Be the named person for GDPR
- Manage HR requirements for the school
- Manage health and safety requirements

### Requirements:

- Welcoming and professional manner
- Excellent interpersonal and communication skills
- High level of administrative skills and excellent attention to detail
- Able to demonstrate a high degree of confidentiality
- Ability to work on own initiative and as part of a team
- Ability to work under pressure and prioritise own workload
- Ability to present a calm, courteous and professional image at all times, whether on the telephone or in person
- The ability to work effectively with colleagues at all levels, parents and pupils
- Willing to undertake attendance officer training
- Good level of literacy and numeracy
- Good computer literacy

Visits to the school are welcome. Please contact the office manager Julie Parkin on 01623 464164 to make arrangements to view the school.

Completed applications should be returned via email to – [jparkin@pythonhill.co.uk](mailto:jparkin@pythonhill.co.uk)

**Due to this post having access to children, the successful candidate will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.**