



Stephenson MK Trust

Stephenson Academy

Stephenson Academy provides education for students both male and female aged between 9 and 16 years. We are the local SEN provision for students with social emotional and mental health needs (SEMH). We pride ourselves on delivering a high-quality curriculum, truly individualised to meet the needs of our students, ensuring successful outcomes for all.

Office Manager – Stephenson Academy

Salary – £32,510.99 - £34,171.84 per annum (Range 5 / Point 25-27 on the SMKT pay scales, FTE: £35,235 - £37,035 per annum)

Working Hours – 37 hours per week / 39 weeks per year (TTO+2)

Do you want to help us to build brighter futures?

Are you someone with excellent interpersonal skills, a great listener who is non-judgmental and calm under pressure? Would you like to be part of a team that works hard to improve the life chances of some of the most vulnerable young people in Milton Keynes?

We are seeking:

A highly organised and focused individual who will be responsible for overseeing the daily administration of the Stephenson Academy including leading and motivating administrative and reception staff. This individual will also be responsible for all administrative and organisational processes within the academy, always maintaining confidentiality when assisting with all the planning and development of support services.

As Office Manager you will -

- Be reliable, professional and flexible
- Support both the Head Teacher and Trust PA with Governance where required
- Ensure the smooth and effective running of the Academy and all administrative and communicative systems.
- Have good IT skills, using Word, Excel and the ability to learn new software systems. Understand confidentiality including but not limited to GDPR

We can offer you:

- A welcoming and positive working environment with a strong team ethos.
- High quality professional development and support including bespoke CPD.

- Progression opportunities across the Trust.

Closing date for all applications: 11th December 2024

Interviews will take place W/B 16th December 2024

Only completed applications will be accepted, no CVs can be submitted for this role.

Visits to Stephenson Academy are welcomed, please contact:

recruitment@stephensonmktrust.org.uk

Stephenson (MK) Trust is an Equal Opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf. An enhanced Disclosure and Barring Service Certificate is required prior to commencement of this post.