



Stephenson MK Trust

Stephenson Academy

Crossland, Milton Keynes,

Lynsey McAuley

Office Manager

£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)

Full Time / Permanent / Term Time

Start date: 10/01/2025

About our School:

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.

About the Role:

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

Closing date for applications: 21/01/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/138253/EDV-2025-SA-61459>