



Colne Valley High School
Administration Manager
Permanent role, 37 hours a week
Term time + 5 additional days
Salary - £28,004 (FTE £32,076)

Colne Valley High School are looking to recruit an Administration Manager who has the enthusiasm and ability to lead our dedicated Admin team and work with confidence to support the delivery of school strategic objectives. This role is critical to the smooth running and efficient operation of the administration services at Colne Valley High School. This is an exciting opportunity to make a positive impact through greater team working and effective management skills.

As the successful candidate you will be responsible for the Exams and Cover Officer, the Reprographics Officer, the Receptionist, the Pastoral Officer, and the Administration Assistants. As part of your responsibilities, you will be managing and developing staff including managing the process of their appraisals, target setting and reviewing their training and development. You will also play a key part in developing, reviewing, and improving administration systems and procedures where necessary, ensuring our policies, procedures and current legislation are followed. A flexible and positive approach, openness to change and capacity to learn new skills are essential.

This is a role that requires excellent organisational and time-management skills with the ability to prioritise tasks and remain confident under pressure. The successful candidate must be able to demonstrate effective management skills and have the ability to communicate effectively at all levels. A problem-solving attitude to work is essential. We are looking for someone dependable and approachable, who will be part of a supportive team, including close working with senior colleagues. Most importantly the successful candidate must have a positive attitude towards team working with the confidence to lead and motivate people.

In return you will work with a progressive and forward thinking Multi Academy Trust where there are opportunities for development and career progression. As a Trust we offer many benefits including a generous holiday entitlement and contributory pension through the West Yorkshire Pension Fund. Great Heights Academy Trust is a growing multi-academy trust with eight schools in the West Yorkshire area with plans to further expand. In addition, we are home to a SCITT, Research School and an English Hub.

If you are interested in applying for this role, please complete the application form, as a Word Document and return to Hayley Drummond, Recruitment Officer at h.drummond@greathightstrust.org.uk

Closing date: Wednesday 21st February 9.00am

Interviews: TBC

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.

GDPR Disclaimer: Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within **14 working days of your application**, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications, and we will not keep candidate information on file for future vacancies at this stage of our process.