



OFFICE MANAGER

Salary: BA Scale 13-27; pro rata & dependent on experience.

Hours: Monday – Friday from 8.30am – 4.30pm.

Contract: Permanent, part-time (term-time only + 5 days).

Location: Hackney, East London.

Are you interested in an exciting opportunity to work in a unique Outstanding school? Are you creative, flexible and able to work on your own initiative to ensure positive outcomes for students?

The Boxing Academy is an award-winning Alternative Provision free school in Hackney, rated Outstanding by Ofsted in February 2020. We are looking for a reliable, sensible and enthusiastic individual to run our reception/office and provide admin support for all areas of the school. You will need to have a strong work ethic and be able to act professionally in all situations to be a part of the Boxing Academy team.

The successful applicant will be the first point of contact for all visitors and stakeholders and must be able to manage a range of relationships and keep the school office running smoothly through these interesting times. Expertise in all areas of IT, especially information management software (e.g. SIMS), is essential. The successful applicant will have a track record of excellent practical admin skills and a can-do attitude.

If you are passionate about working for a school that gives young people a safe, supportive environment in which to ensure their success, we want to hear from you. This is an role that will grow with the school over the next few years and there an opportunity for moving into school business management during this period.

For further information please refer to the candidate pack (including JD and specification) and the advert. Application forms should be returned via email to:

vacancies@theboxingacademy.co.uk

Application closing date: 5pm on Monday 4th October 2021.

Provisional interview dates: Thursday 7th / Friday 8th October 2021.

The Boxing Academy is committed to the safeguarding and welfare of young people and expects all staff to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce. All posts within the school are subject to an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

