

School Manager

Westgate Hill Primary Academy
Newcastle upon Tyne
NE4 5JN

£33,000 full time equivalent, actual salary £29,573

Permanent

Full time, 37 hours per week

Term time only, plus 5 training days and 5 additional days

Trustees invite a suitably qualified, experienced and self-motivated person to apply for this exciting opportunity to join our Academy as soon as possible.

The School Manager will work with the Academy's Senior Leadership Team and the Laidlaw Schools Trust to ensure the Academy operates both efficiently and effectively. The successful candidate will be responsible for leading a dedicated administration team and work alongside other operational department leads in striving for excellence in all we do at Westgate Hill Primary Academy. If you are a current School Administrator or Office Manager or you are currently line managing multi-faceted teams within a school environment and looking for progression, this is an exciting opportunity for you.

At Westgate Hill Primary Academy we seek to raise aspirations, empower pupils, develop their capacity to make informed choices and lead a happy, healthy life. We embrace diversity, recognise individual needs and encourage all pupils to achieve their best.

The successful candidate will have access to training opportunities and join a successful MAT where all Academies support each other to the benefit of our pupils and their families. Our Academies also enjoy strong support from an experienced LST central team, based in Newcastle upon Tyne.

Further details and an application pack can be downloaded from the Vacancies section on the Laidlaw Schools Trust website <http://laidlaw-school-trust.com/careers/>. Interested candidates are welcome to tour the Academy, please contact the Academy office on 0191 256 2960 to arrange a visit or to have an informal discussion about this post.

Closing Date: 12pm Monday 20th September 2021

Candidates who have not been contacted by the close of Tuesday 21st September may assume they have been unsuccessful.

Interviews will take place: Thursday 23rd September 2021

Applications should be returned to: admin@westgatehillprimary.com

Please note we are unable to accept CVs.

We are an equal opportunities employer strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks. The successful candidate will be able to demonstrate their commitment to children's safeguarding.