

Office Manager & Personal Assistant

Location - Near West Byfleet, Surrey (excellent transport links)

Contract type – 36 hours per week, term-time plus two (41 weeks)

Hours – 8.15am-4pm, Monday-Friday

Contract term – Permanent

Salary - Payscale LPT7, FTE £31,872 - £33,972 (pro rata £29,078-£30,994)

We are seeking to appoint an experienced Office Manager and Personal Assistant to support our Executive Principal and Head of School. You will have experience of diary management, excellent communication skills, proficiency in MIS systems and the ability to work to deadlines whilst upholding confidentiality at all times.

You will be responsible for a team of reception and student services staff, ensuring the welcome received by students and visitors is professional and friendly.

Fullbrook is a successful and highly popular mixed 11-18 Academy classified by Ofsted in March 2022 as “Good”. We have a centralised behaviour system allowing consistent classroom strategies with low impact processes. Our culture is friendly and supportive with a strong commitment to staff wellbeing and development. We have an active social calendar, including end of year trips, staff sporting fixtures and access to a free gym onsite.

As a leading member of the Learning Partners Academy Trust, we work closely with our partner schools to offer unrivalled and fully tailored CPD and excellent opportunities for career development. Membership of the Trust also offers a unique opportunity to share expertise and resources on a broader scale.

If you want to join a team that care deeply about the outcomes of all of their students, please apply using the details below or get in touch to find out more.

Closing date for applications is Monday 26 August at 9am

Interviews to be held as soon as possible

Please note, your application will take you to our ATS system (FACE-Ed) where you will be required to enter your details again to fully complete your application process. Please click on the link to apply:

[Vacancy Detail -SCH-LPAT-0221 - FaceEd \(face-ed.co.uk\)](#)

Fullbrook is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.

We want to attract the broadest range of talented people to be part of Learning Partners Academy Trust. We aspire to have a diverse and inclusive workforce and particularly welcome suitably qualified applicants from a wide range of backgrounds to join our trust.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.