

Office Manager



We are Humber Education Trust.





We are Humber Education Trust.



Our vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we drive these aims further and faster for the benefit of our pupils and our communities.

We are delighted to be recognised as one of the top performing Multi-Academy Trusts in the country*.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools). We have a strong moral purpose and a

determination to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.

*(based on KS2 outcomes and Trusts with more than 10 schools)



Rachel Wilkes OBE
Chief Executive Officer



OFFICE MANAGER CLIFTON PRIMARY SCHOOL

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|---------------------------------|---|
| Grade & Scale point: | 6, SCP 14-19 |
| Salary: | £29,540 - £32,061 FTE, £25,488 - £27,663 Actual, £15.31– £16.62/hr |
| Hours of work: | 37 hours per week, Mon – Thurs 8.00am – 4.00pm, Friday 8.00am – 3.30pm |
| Contract: | Permanent, Term time + 5 training days (195 days/year) |
| Start date: | ASAP Following pre-employment checks |

Clifton Primary School is seeking to appoint an Office Manager to join our team as soon as possible. We are a vibrant and welcoming inner-city school, proud to provide a first-class educational experience for all children. Our community is diverse and inclusive, and we value and celebrate individuality and difference.

You will be joining a friendly and supportive administrative team, playing a key leadership role in ensuring the smooth and efficient running of the school office. As Office Manager, you will lead the administrative team, overseeing daily operations, supporting colleagues, and ensuring that all procedures are consistently and effectively implemented.

The successful candidate will be highly organised, adaptable, and proactive, with a strong commitment to teamwork. You will contribute to the ongoing development of the school's administrative, financial and support services, with a particular focus on finance, HR, and operational efficiency.

JOB REQUIREMENTS:

- Ensure the smooth running of the school office on a day to day basis ensuring that segregation of duties as per financial procedures is adhered to.
- Manage all administrative duties related to personnel, recruitment of staff, ensuring all relevant documentation is maintained and kept up-to-date.
- Manage complex administrative procedures including keeping the Single Central Record up-to-date.
- Support the School Business Manager in the selection and management of resources, including management of a budget and regular audit of resources.
- Line Management of administrative support staff, lunchtime staff & site staff

THE SUCCESSFUL CANDIDATE WILL HAVE:

- GCSE 5 A*-C or equivalent including Maths and English
- NVQ 3 or equivalent qualification or experience in relevant discipline
- Qualified First Aider, or a willingness to undergo training
- Ability to use initiative and plan/prioritise work
- Ability to use ICT skills to manage & analyse data
- Experience of budgetary control

AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our Teaching & Learning Ambassadors and peer networks.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

HOW TO APPLY:

Please visit our [Eteach Careers page](#) to apply for this vacancy. All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

Closing date for completed applications: 8am, Tuesday 23 June 2026

Interview date: Monday 29 June 2026

If you have any queries regarding the role or application process, please contact Olivia Tullock, School Business Manager at Clifton Primary School on Tel: 01482 325913 or via email otullock@clifton.het.academy

As part of Humber Education Trust's recruitment processes, in accordance with statutory Keeping Children Safe in Education guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

CONDITIONAL OFFER:

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks. Shortlisted candidates will be subject to an online search and required to complete a self-declaration of their criminal record.

SAFEGUARDING STATEMENT:

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

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|-------------------------|------------------------|-----------------------|--------------|
| SCHOOL: | Clifton Primary School | GRADE: | 6 |
| JOB TITLE: | Office Manager | DATE PREPARED: | 12 June 2018 |
| EVALUATION DATE: | 13 June 2018 | JE NUMBER: | HET20 |

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the Trust.

PURPOSE: Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or Management of support staff, including coordination and delegation of relevant activities. Under the guidance of the Trust CFO and the School Business Manager to undertake administrative, financial and organisational processes within the school. To assist with the planning and development of policies, procedures, protocols and the development of support services.

PRINCIPAL ACCOUNTABILITIES:

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| 1. | Organisation |
| | Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies |
| | Line Management of administrative support staff, lunchtime staff & site staff |
| | Liaise with Trust CFO and the school business manager provider to ensure the school is compliant on all financial matters. |
| | Hold regular team meetings with managed staff |
| | Undertake recruitment/induction/training/mentoring for allocated staff and return to work interviews. |
| 2. | Administration |
| | Ensures the smooth running of the school office on a day to day basis ensuring that segregation of duties as per financial procedures is adhered to |
| | Plays a key role in the development and maintenance of record/information systems |
| | Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required |
| | Produce, and respond to, complex correspondence |
| | Provide organisational and complex advisory personal support to the Head teacher |
| | Provide organisational and complex advisory support to the Governing Body, if appropriate |
| | Manage complex administrative procedures including keeping up to date the Single Central Record. |
| | Support the School Business Manager in the completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE, ESFA and the school workforce census. |

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| | To manage all of the administrative duties related to the School's personnel responsibilities, recruitment of staff, ensuring all relevant documentation is maintained and kept up-to-date. This includes all New Starter Forms, Leavers Forms, Variation Forms, contracts of employment, letters, DBS checking, other employment checks associated with the employment of staff. |
| | To provide detailed analysis and evaluation of staff absence data and to produce reports for the Head teacher as required |
| | To manage the record keeping of staff absence data, ensuring returns are submitted daily. |
| | To work with the School Business Manager in ensuring robust financial administration procedures are put in place. |
| | To work proactively with the school's ICT partners, including ensuring the school's website remains current and positively promotes the school. |
| | Undertake the administration of banking and payroll systems, including school fund processing leavers, new starters, variation forms for staff, E- time sheets and deal with any payroll enquiries as necessary. |
| | To provide an efficient and effective financial service including processing petty cash payments, debit card orders, banking of monies and checks and childcare vouchers. |
| | Support the head teacher with the review of school service level agreements as directed. |
| 3. | Finance |
| | Preparation of invoices and collection of fees and other dues. |
| | To be responsible for the administration and monitoring of the School Fund and Petty Cash accounts. |
| | To manage, implement and develop all financial controls in accordance with Academy procedures. |
| | Overseeing the Sales Ledger, Purchase Ledger, Cash book and Nominal ledger functions and ensuring all orders/payments are complying with Best Value Policy |
| | Overseeing the processing of monthly overtime and mileage payments received, ensuring authorisation has been obtained and details are correct. |
| | Oversees the checking of staff salaries/wages against financial planning figures, in particular checking for omissions, allowances, correct values and correct profiled expenditure |
| | Contribute to the reconciling of payroll reports and processing of journals into the SAGE 200 system |
| | Involved in the reconciliations of bank accounts |
| | Assist with monitoring budgets and report any issues to school management |
| | To maintain good working relationships with Supply agencies |
| | To coordinate the administration for teacher recruitment. |
| | To ensure good value for money is achieved in procurement of goods and service. |
| 4. | Resources |
| | Support the School Business manager in the selection and management of resources, including management of a budget and regular audit of resources |

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| | Working closely with the HET HR specialist, take a lead role in the administration of recruitment across the school including associated employment procedures |
| | Provide advice and guidance to staff and others as appropriate |
| | Undertake research and obtain information to inform decisions |
| | Monitors and manages stock, including annual stock order, within an agreed budget, cataloguing resources and undertaking audits as required. |
| | Manage facilities including premises, lettings and associated income, building and projects etc. |
| | Use IT based financial administration procedures e.g. Sage and keep up to date SIMS personnel. |
| | Support the School Business Manager in planning, monitoring and evaluation of budget |
| 5. | Responsibilities |
| | Contribute to the overall ethos/work/aims of the school |
| | Develop constructive relationships and communicate with other agencies/professionals |
| | Share expertise and skills with others |
| | Participate in training and other learning activities and performance development as required |
| | Recognise own strengths and areas of expertise and use these to advise and support others |
| | Comply with policies and procedures relating to the financial procedures, safety and security, confidentiality and data protection, reporting all concerns to the Trust/School Business Manager. |
| | Assist the Business Manager Provider in procurement and sponsorship e.g. leasing arrangements (photocopier and I.T equipment) |
| <p>GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post holder must be flexible to ensure the operational needs of the School are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the School.</p> | |

DIMENSIONS:

1. Responsibility for Staff:

The post holder is responsible for the day to day management of the admin staff within the office, lunchtime supervisors and site staff.

2. Responsibility for Customers/Clients:

The post holder is responsible for the provision of accurate information in all relevant areas of responsibility that impacts on all of the stakeholders of the School.

3. Responsibility for Budgets:

The post holder works with the School Business Manager to provide appropriate support in the effective delivery of an administrative service to the school and supports the delivery of the whole school budget.

4. Responsibility for Physical Resources:



Office Manager

Responsibility for necessary and appropriate facilities and equipment. Maintenance of an efficient working environment including filing and housekeeping systems, stock control and ordering.

WORKING RELATIONSHIPS:

1. Within Service Area/Section

Provides information to all staff, including members of the Leadership Team, parents and carers and other stakeholders. Talks to/corresponds with all staff on behalf of the Trust/School Business Manager including financial management and the relevant areas of personnel e.g. recruitment, sickness.

2. With Any Other Areas

Educational support staff and educational support services
Other schools and educational establishments

3. With External Bodies to the School

Public Services

Community Representatives

Local Authority

Provides and receives information for and from relevant outside agencies working with identified students and their families

ORGANISATION CHART:

Head Teacher

School Business Manager

Office Manager

Administrative Assistants/ Lunchtime Supervisors / Site Staff

| | Not applicable | Low | Moderate | High | Very High | Intense |
|---|----------------|-----|----------|------|-----------|---------|
| PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment). | | ✓ | | | | |
| WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment). | ✓ | | | | | |
| EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment. | | | ✓ | | | |

PERSON SPECIFICATION

The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

*Codes: A= Application Form, I = Interview, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation

| | | Essential | Desirable | How Identified |
|----|---|-----------|-----------|----------------|
| 1. | Qualifications: | | | |
| | GCSE 5 A*-C or equivalent including Maths and English | ✓ | | A |
| | NVQ 3 or equivalent qualification or experience in relevant discipline | ✓ | | A |
| | Commitment to on-going professional development | ✓ | | A |
| | Qualified First Aider, or a willingness to undergo such training and re-training as necessary | ✓ | | A |
| 2. | Relevant Experience: | | | |
| | Experience of development, management and operation of administrative systems | ✓ | | A |
| | Experience of working in a school environment | | ✓ | A |
| | Experience of data analysis | ✓ | | A/I |
| | Experience of using SIMS | ✓ | | A |
| | Experience of working with a variety of financial systems | ✓ | | A/I |
| | Experience of budgetary control | ✓ | | A |
| | Experience of managing and motivating staff | ✓ | | A/I |
| 3. | Skills (including thinking challenge/mental demands): | | | |
| | Motivation to work with children and young people. | ✓ | | A/I |
| | Ability to form and maintain appropriate relationships and personal boundaries with children and young people | ✓ | | A/I |
| | Highly competent literacy and numeracy skills. | ✓ | | A/I |
| | Highly competent ICT skills. | ✓ | | A |
| | Good communication skills – written | ✓ | | A |
| | Good communication skills – verbal | ✓ | | I/R |
| | Ability to use ICT skills to manage & analyse data | ✓ | | A/I/R |
| | Good interpersonal skills | ✓ | | I/R |
| | Negotiation skills | ✓ | | I/R |
| | Ability to use initiative and plan/prioritise work | ✓ | | A/I/R |
| | Ability to work to deadlines in a busy office environment | ✓ | | A/I/R |
| | Accurate and well organised approach to work | ✓ | | A/I/R |

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| | Ability to work using own initiative to set individual and team targets to meet the need of the school | ✓ | | I/R |
| 4. | Knowledge: | | | |
| | A knowledge and commitment to safeguarding and promoting the welfare of children, young people | ✓ | | I/R |
| | A knowledge of school funding especially academy funding/academy governance | | ✓ | A/I/R |
| | A knowledge of personnel procedures and employment legislation | ✓ | | A/I/R |
| 5. | Interpersonal/Communication Skills: | | | |
| | Verbal Skills | | | |
| | Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people | ✓ | | A/I/R |
| | The post holder is required to use basic courtesy, tact, clear articulation, influencing skills, negotiating and training skills, showing confidentiality and a skill to diffuse difficult situations when they arise | ✓ | | I/R |
| | Highly developed interpersonal skills | ✓ | | I/R |
| | Work constructively as part of a team, understanding the school roles and responsibilities and your own position within these | ✓ | | I/R |
| | Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people | ✓ | | I/R |
| | Written Skills | | | |
| | The post-holder is required to exchange wide ranging complicated or sensitive information to a range of audiences and write routine correspondence. | ✓ | | I/R |
| | High competent written skills, showing sensitivity and tact to all ranges of audiences | ✓ | | I/R |
| | Ability to compose and write reports, letters and other documents relevant to the role of post holder, communicating clearly and effectively | ✓ | | A/I/R |
| 6. | Other | | | |
| | Ability to present a smart professional image in line with the school's professional code of conduct | ✓ | | I |
| The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process. | | | | |
| 7. | Disclosure of Criminal Record: | | | |
| | The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced & Barring List Disclosure from the Disclosure & Barring Service | ✓ | | DBS Disclosure |



Office Manager

I have read and accept the role of Office Manager.

Name:

Signed:

Date:

We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only our best is good enough.

This is us. Humber Education Trust.



We value our employees



The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay
- Generous Leave of Absence Policy

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 support
- Confidential GP, nurse and counselling service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platforms
- Discounted Gym Membership
- Discounted hotels via Hilton, Hampton by Hilton and Marriott Hotels

Professional Development

- Continuous Professional Development for all staff including mentoring and professional coaching
- Access to further qualifications, leadership courses, apprenticeships
- Supportive, diverse staff team, committed to collaboration and improvement, who will work with you to achieve your goals and make a difference to children and young people

The opportunity to make a real difference to the lives of our students