



Welcome to our Trust

Office Manager
Recruitment Pack



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Welcome to Anglian Learning

Thank you for your interest in the position of
Office Manager

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Becky Williams, Office Manager at office@pinesprimary.org.

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.

Jonathan Culpin

CEO, Anglian Learning



Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be.



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together.



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively.



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds.



About Anglian Learning

Founded in September 2016 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1000 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.



Educating more than

11,100

pupils

Employing over

1,650

members of staff

3

counties

22

academies

About Pines Primary School and Pine Cones Preschool



The Pines Primary School

The Pines Primary School opened in September 2018, and is a happy, creative and inclusive school located in Red Lodge, just off the A11 between Mildenhall and Newmarket.

We aim to ensure that all our pupils are excited about coming into school each day and every day are enthused by their learning through every aspect of school life.

Our ethos of 'transforming lives through inspirational learning' underpins everything we do and is reflected in the variety of learning opportunities on offer at The Pines.

Pine Cones Pre-school

At Pine Cones Pre-school we promote a safe, stimulating environment where children can learn through the joy of discovery. We follow the 'In the Moment' approach where children learn and develop through high quality adult interaction and play.



About Kennett Primary School



Kennett Primary School is a fantastic place to learn and grow.

As a community, we pride ourselves on our reputation as a friendly, family-orientated school. Staff and families work hard to build strong relationships so that all children are well placed to experience success. Kennett children know each other very well and enjoy learning and playing alongside all of their friends.

The staff team hold very high expectations of the children in their care. They are committed to ensuring that each and every child achieves their full potential in a nurturing and supportive environment, regardless of individual starting points.

Kennett CAN! summarises our ethos perfectly:

- Commitment to learning!
- Aspiration for all!
- Nurture and Support!

Our school has approximately 110 children on roll.

Our excited learners are spread across four mixed-age classes, and a dedicated pre-school. To support our families, we offer high quality childcare - including before and after school provision.



Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact ,Kerry Darby, Headteacher at office@pinesprimary.org.

Benefits

Other benefits and support available to all Trust employees include:



Career Average Revalued Earnings Pension Scheme (CARE)



Cycle to Work Salary Sacrifice Scheme



Free membership to all Anglian Learning Sports Centres



20% discount on Anglian Learning Adult Education Courses



Professional Development Scheme Policy



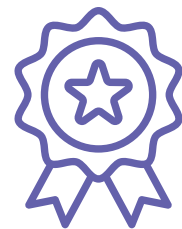
Employee Assistance Programme offering a range of services to staff and their families



Specsavers VDU Vouchers



Boots Flu Vouchers



Access to a wide range of discounts on high street and online shopping via 'Teacher Discounts' and the 'Blue Light' card



Role Summary

Office Manager

Hours: 37 Hours per week, Term Time plus 5 days (20 hours per week at The Pines Primary School and 17 hours per week at Kennett Primary School)

Working Pattern: Monday to Friday

Salary: Scale 5 £24,496 - £26845 pro rata

Contract Type: Permanent

Location: The Pines Primary School and Kennett Primary School

Start Date: 1st September 2026

Are you an ambitious professional with a passion for teamwork and a strong ethos for learning?

We are seeking an enthusiastic and dedicated office manager who shares our commitment to achieving excellence for our children.

In this pivotal role, you will be the heart of our school, overseeing all administrative operations. Your excellent organisational skills will ensure the smooth running of our office, while your warm and approachable nature will create a welcoming environment for staff, parents, and students alike.

As an integral member of our team, you will work closely with our dedicated educators to foster an innovative and collaborative environment in which our students can thrive and reach their full potential.

Job Description

Office Manager
The Pines Primary School
Kennett Primary School



SALARY:	Scale 5, Point 12 (£28,598 FTE) – Point 17 (£31,022 FTE) (pro rata for part time staff)
HOURS:	37 hours per week Term Time plus 5 days (20 hours per week at The Pines Primary School and 17 hours per week at Kennett Primary School)
PENSION	LGPS
DISCLOSURE LEVEL:	Enhanced DBS
LOCATION:	The post holder will be based across The Pines Primary School and Kennett Primary School .
RESPONSIBLE TO:	Head Teachers

Job Purpose:

Create a positive, welcoming, and professional ethos at both Primary Schools. To support the leadership teams establishing and developing effective systems and ways of working. Be responsible for the day-to-day management of the school offices providing support to pupils, staff, and parents.

Duties and responsibilities

Organisation

- Ensure the smooth and effective running of the school office and all administrative and communicative systems.
- Contribute towards the planning, development and organisation of support service systems, procedures, and policies.
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required.
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health, and safety processes are in place to monitor entry into and out of the school.
- Providing timely and effective support to the Headteacher and the leadership team, ensuring confidentiality of sensitive information.
- Overseeing the administration of procedures for managing and recording all necessary pupil data and information.
- Oversee the preparation and submit the annual pupil census and any other census requirements within the required timeline.
- Support any audits that are undertaken by the Trust or external consultants/organisations.

Leadership

- Line manages administrative staff, including reviewing staff performance and conducting appraisals.
- In liaison with Trust colleagues, support the training and development of administrative staff as appropriate.
- Ensure that all members of the office present, at all times, a positive image of the school to all staff, parents, and visitors.
- Develop an office team that delivers and meets the needs of the school.
- Take all decisions in line with the vision and values of the school and encourage others to do the same.
- Liaising with colleagues in similar roles across Anglian Learning academies to develop and share effective practice.

Administration

- Manage manual and digital record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Ensuring that statutory requirements in terms of returns, attendance, record keeping, data protection, health and safety are met and adhered to.
- Provide personal, administrative, and organisational support to the Headteacher.
- Oversee and organise the management of admissions procedures, maintain waiting lists and allocate spaces accordingly in line with the school's admissions policy.
- Oversee and organise the attendance procedures, providing reports to the Headteacher as required and building positive relationships with parents/carers to encourage family involvement in school life
- Conduct filing, printing, and photocopying. Maintain the operation of the printer and photocopier to ensure it is ready to use at all times, resolving any issues, as necessary.
- Deal efficiently and comprehensively with correspondence: telephone calls, emails, or post.
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary.
- Overseeing the organisation of the whole school diary.
- Assist with marketing and promoting the school.
- Organise and produce fortnightly newsletters and ensure the website reflects the vision of the school.
-

Resource management

- Ensure the office reflects the professional standards expected by the school
- Oversee and operate relevant equipment and IT packages (e.g., the school's MIS system)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.
- Manage office expenditure with an agreed budget if required in liaison with the Administrative Assistant
- Manage school licences and insurance where required with the Administrative Assistant

Finance Responsibilities

- Manage school finances in accordance with school and Trust financial procedures.
- Act as the designated user for the childcare provider portal, including completion of termly headcount returns.
- Produce and issue invoices for non-funded preschool provision.
- Raise purchase orders and process invoices, including credit card transactions.
- Upload credit card expenditure records to Intacct on a monthly basis.
- Order resources, stationery, and equipment for the school.
- Monitor budgets and expenditure in collaboration with the Headteacher and Trust Finance Business Partner.
- Reconcile deliveries and invoices, resolving discrepancies in a timely manner.
- Process school trip payments and maintain accurate income records

HR & Compliance

- To provide a first line response to HR queries from employees and managers by phone and email, escalating where appropriate.
- Keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality.
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.
- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Maintain the Single Central Register (SCR) working with Trust HR colleagues
- The school office manager will be required to safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

Premises and Health & Safety

- Liaise with site staff and contractors regarding maintenance, repairs, and site-related issues.
- Report and monitor premises issues through the school's maintenance reporting system, ensuring works are completed satisfactorily.
- Assist with maintaining health and safety records and compliance documentation.
- Coordinate visitor sign-in procedures and support site security arrangements

First Aid

- Ensure staff first aid training records are maintained and up to date.
- Ensure pupil medication records are accurately completed and appropriately signed, particularly for controlled medications.
- Record and monitor first aid incidents using the school's compliance system (e.g. IAmCompliant)

Other Duties

- Any other duty commensurate with the post as directed by the Headteacher.

Person Specification

Office Manager
The Pines Primary School
Kennett Primary School



Experience

Essential

- Working in an office environment at senior level

Desirable:

- Organising, leading, and motivating staff
- Developing, managing, and operating administrative and organisational systems
- Working with children or young people
- Analysing and evaluating data
- Marketing an organisation and client engagement

Skills and Knowledge

Essential:

- Excellent attention to detail
- Excellent literacy, numeracy and communication skills
- Competent use of IT packages and systems, for example, MS office
- Use of school MIS systems (Training can be provided)
- Ability to plan, organise and prioritise.
- Understanding of data protection and confidentiality
- Understanding of safeguarding

Professional Qualities

Essential

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils.
- Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, and reputation of the school.
- Ability to work under pressure and prioritise effectively.
- Commitment to always maintaining confidentiality.
- Commitment to safeguarding and equality.
- Embraces change well.
- Deals with demanding situations effectively.

How to apply

Dates

CLOSING DATE:	12 June 2026
INTERVIEW DATES:	Week commencing 15 June 2026
START DATE:	01 September 2026

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about a Site Manager role and meet the person specification we invite you to apply for this exciting opportunity via <https://anglianlearning.org/join-anglian-learning/vacancies/>

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's HR Team via hrhub3@anglianlearning.org.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. As such additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



Get in touch

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