ANGLIAN LEARNING

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 People Services by email at: peopleservices@anglianlearning.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 11,100 pupils and employing over 1,650 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

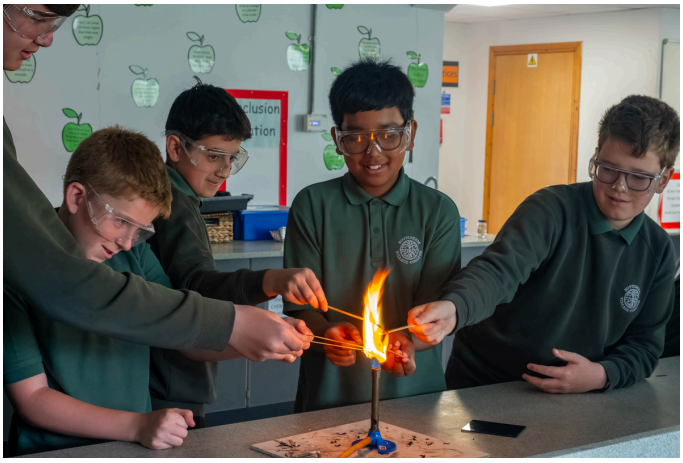
3

counties

22

academies

About Bottisham Village College





Bottisham Village College is an ambitious, innovative and highly regarded comprehensive school serving up to 1,500 students in the heart of rural East Cambridgeshire. We take great pride in our vision: to inspire, to care for and to enrich the lives of every student within our community.

We are committed to providing an outstanding education for all our students, enabling them to thrive academically, develop confidence and independence, and leave us fully prepared to take their place in society. Alongside academic excellence, we are dedicated to creating a culture of belonging where every student feels valued, supported and able to achieve their potential.

Our relationship-driven approach permeates every aspect of College life. From the classroom to the sports field, from the music department to digital learning spaces, positive relationships are at the heart of what we do. We recognise that students learn best when they feel safe, happy and connected, and we work tirelessly to create an environment in which every young person can flourish. This commitment to belonging, care and enrichment defines the experience of being part of our community.

Opened in 1937, Bottisham Village College was the second of the pioneering Cambridgeshire Village Colleges. Founded on the vision of Henry Morris, the Village College movement was built on the belief that schools should sit at the heart of their communities, open to all and providing stimulating environments for lifelong learning. Today, that vision remains central to our identity. Through our Adult Learning provision, community Sports Centre and extensive programme of enrichment opportunities, we continue to serve as a hub for learning, wellbeing and community engagement. Community remains at the heart of all we do.





About Bottisham Village College







Our Staff

As a member of Anglian Learning, we are committed to supporting the professional growth and wellbeing of every colleague. Staff benefit from a rich programme of continuing professional development, tailored to both individual career aspirations and whole-school priorities. Opportunities to collaborate across the Trust, share best practice and access external expertise ensure that professional learning is both meaningful and impactful.

We actively support colleagues at every stage of their career. Early Career Teachers benefit from reduced timetables and enhanced support, while middle and senior leaders are provided with dedicated time to fulfil leadership responsibilities effectively, benefitting from bespoke leadership programmes and coaching. We are passionate about nurturing talent, developing future leaders and celebrating colleagues who contribute to the growth and success of others.

The College enjoys a strong culture of collaboration, professional trust and mutual support. There is a rich blend of experience and fresh perspectives, creating a culture where everyone is encouraged to contribute and flourish.

Staff also play a vital role in our extensive extra-curricular programme. Through sport, music, drama, educational visits, clubs and enrichment activities, colleagues help create opportunities that broaden horizons, develop character and enhance students' experiences beyond the classroom.



Our Students

Our catchment area reflects the rich diversity of East Cambridgeshire and Suffolk, encompassing rural villages, communities connected to the racing industry, areas of social deprivation and areas of relative affluence. As a truly comprehensive school, we are proud of our inclusive ethos and our ability to build positive relationships with every student.

We are committed to ensuring that every young person feels safe, known and supported. By combining high expectations with exceptional pastoral care, we enable students to grow in confidence, develop resilience and achieve success. Our aim is that every student leaves Bottisham Village College equipped with the knowledge, skills and character to lead fulfilling lives and make a meaningful contribution as responsible global citizens.

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 peopleservices@anglianlearning.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



20 % Discount on certain mobile phone contracts with EE



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





Role Summary

This is a varied and rewarding role, combining the management and development of the administration team with responsibility for ensuring the smooth running of key whole-school administrative processes. You will oversee reception and student support services, ensuring a professional, welcoming and efficient service for students, parents, staff and visitors.

The role includes line management, staff induction and development, oversight of office systems and procedures, and ensuring the consistent and professional handling of school correspondence and records. You will also coordinate a wide range of school activities and events, including parents' evenings, transition arrangements, admissions and student-related activities.

You will have a key role in overseeing student health care plans, first aid arrangements, medication administration, school payment systems, purchase orders and other essential operational processes.

We are looking for someone who:

- Has excellent organisational, communication and administrative skills.
- Can manage competing priorities, work to tight deadlines and use initiative.
- Demonstrates a high level of professionalism, accuracy and attention to detail.
- Is confident communicating with a wide range of stakeholders and handling sensitive information.
- Is proactive, adaptable and enjoys working in a busy school environment.

This is an excellent opportunity for someone who enjoys leading a team, improving systems and making a positive contribution to the day-to-day running of a school.

Job Description
Office Manager
Bottisham Village College

ANGLIAN LEARNING

SALARY: NJC Scale 6 , Points 18-22 (£32,579 - £34,811 FTE).

HOURS: Full time, 37 hours per week. 39 Weeks. (Term time + one week)

PENSION: LGPS Pension Scheme

ANNUAL LEAVE: Starts at 25 days plus Bank Holidays, more for those with local government continuous service. Payment for annual leave is included on top of usual salary, and not given as bookable days off.

DISCLOSURE LEVEL: Enhanced DBS plus Barred List Checks

LOCATION: The post holder will be based at Bottisham Village College but will be expected to work across the Trust and to travel between sites.

RESPONSIBLE TO: Principal

MAIN RESPONSIBILITIES

- To maintain office services by organising office operations and procedures; controlling correspondence; designing filing systems; reviewing supply requisitions; assigning and monitoring clerical functions.
- To ensure that both reception and the student support desk are always manned and to promote a professional and welcoming first impression.
- To ensure that all correspondence with parents is professional, follows the correct, consistent format and is grammatically correct, collating relevant information from Managers.
- To oversee the procedures for retention, protection, retrieval, transfer, and disposal of records.
- To maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- To oversee the induction of new administration staff, and to monitor their performance and progress during their probationary period.
- To line manage administration team, including performance management processes and ensuring that they receive and undertake appropriate training
- To contribute to the administration team by undertaking administration tasks as required, ensuring that deadlines are met and sufficient support is given to other team members and the faculties.

- Lead on the planning and administration for school events such as parents evening, information evening, certificate evening and form tutor evening.
- Oversee the First Aid Function: ensure all school first aiders have relevant and up to date training; cover first aid as and when required ensuring that school procedures are correctly and robustly followed, as well as overseeing student medication and records.
- Manage student health care plans, communicating directly with parents at least annually to ensure information is up to date.
- Support with the administration for Year 6 transition and in-year admissions including ensuring student files from feeder schools are received by BVC in a timely manner.
- Oversee targeted free school meal voucher scheme, and weekly AP FSM vouchers
- Oversee support in BVC recruitment campaigns – including arrangements for student panel.
- Oversee the management of relevant student based events as directed by CLT. Examples of these include but not limited to:
- Liaise with the uniform suppliers regarding deliveries of uniform throughout the year and Year 11 Leavers hoodies in the Spring term
- Oversee the professional look of the staffroom, including the kitchen area, and make sure tea supplies are kept available for staff
- To supervise, coach and mentor less experienced colleagues within the team to support the achievement of individual and team performance and development objectives.
- Liaise with CLT regarding items for the school calendar, updating this weekly.
- Oversee the daily administration of the Wisepay system
- Maintain school-wide Purchase Orders on the relevant system.

GENERAL RESPONSIBILITIES

·Ensure school safeguarding policies are followed and relevant training is kept up to date
·Ensure confidentiality is maintained at all times
·Ensure the school GDPR policy is adhered to and knowledge of GDPR is kept up to date.
·Undertake mandatory training as required
·To undertake any other task as requested by the Principal or CLT members commensurate with the post.

Person Specification

Office Manager
Bottisham Village College

Qualifications and Training

Essential:
- GCSE in English and Maths, with a Grade C or equivilant
- First Aid training (or willing to undertake)

Desirable:
- Any relevant qualifications such as Business Administration

Experience

Essential:
- Successful administrative experience in a busy work environment
- Large-scale event organisation (such as parent events and open evenings)

Desirable:
- Experience working in education or with young people
- Line managing, motivating, coaching and developing administrative staff

Skills and Knowledge

Essential:
- Strong IT skills, in particular MS Office and ability to learn new systems / databases
- Strong attention to detail and accuracy
- Ability to establish rapport and good working relationships with all stakeholders
- Good understanding of the learning experience in schools
- Strong communication, both written and oral
- Strong commitment to confidentiality and GDPR
- Highly organised, and able to handle multiple priorities in a busy role.

Desirable:
- Knowledge of school safeguarding procedures
- Knowledge of financial procedures such as Purchase Orders

Skills and Knowledge

- Ability to manage own time effectively, and handle interruptions
- Strong teamworking ethic, working collaboratively with colleagues
- Resilient and empathetic approach
- Proactive and flexible approach to work

Personal Qualities

Essential:

- A positive interest in working with children
- An adaptable and flexible approach to working
- Calm, resilient and a firm but fair approach
- A strong commitment to safeguarding and promoting the welfare of young people
- A satisfactory enhanced DBS check, 2 references and medical clearance for the role.

How to apply

Dates

CLOSING DATE:	26/11/2026
INTERVIEW DATES:	04/12/2026
START DATE:	January 2027 subject to satisfactory employment checks

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 the Office Manager role and meet the person specification we invite you to apply for this exciting opportunity via our online application process

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the People Services Team via peopleservices@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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