

JOB APPLICATION PACK

Office Manager

Salary: Scale 6 (£32,578 – £34,881 pro rata, £29,407 - £31,486 actual per year)

Contract: Permanent, full time, term time + 2 weeks

Closing Date: Wednesday 25th November 2026 at 9am

Start Date: As soon as possible

nova Education Trust

NOTTINGHAM
FREE SCHOOL



Welcome from the Head Teacher

Dear Applicant,

Thank you for expressing an interest in working at Nottingham Free School. On behalf of the whole NFS community, I extend you a very warm welcome.

Our school opened its doors to its first ninety students in September 2014 as a new member of the Nova Education Trust. Since then it has rapidly grown in both size and reputation. We now welcome approximately 680 students into our building every day, including a small number of sixth formers. The vast majority of our students live within walking distance of our front doors, making Nottingham Free School a true community school.

Nottingham Free School is a relatively small secondary school. That means that our staff and students benefit from working in a close-knit and friendly environment, but it also demands a degree of flexibility from staff. Everything we do, we do as a team.

From its inception, Nottingham Free School was created to provide its students with a rich and inspiring education that would help them forge and pursue ambitious goals. Our 'Work hard, be kind' motto is just as important for our staff as it is for our students, as stated in our vision and values.

I hope that the information contained within this application pack assures you that NFS is indeed an amazing place to work, and well worth your time and effort to submit an application. Should you feel you need further information, please do not hesitate to contact us.

J. Simpson

Dr Jo Simpson
Head Teacher

Job description

Post: Office Manager

Department/Faculty: Administration

Responsible to: Business and Operations Manager

Purpose of the Role

The Office Manager will support the Business and Operations Manager in the effective leadership, management and operation of the school's business support functions. The postholder will lead the day-to-day management of the school office and administrative team, coordinate key human resources processes, and support governance and compliance activities across the school.

The role will ensure that administrative, human resources and governance systems operate efficiently, accurately and in line with Trust policies, procedures and statutory requirements. The Office Manager will provide line management to designated administrative staff and contribute to the continuous improvement of operational support services across the school.

Specific Responsibilities

Leadership and Management

- Support the Business and Operations Manager in the day-to-day leadership and management of school business support functions.
- Undertake line management responsibility for designated administrative staff, including induction, performance management, absence monitoring, training and professional development.
- Allocate, monitor and review workloads across the administration team to ensure an effective and responsive service.
- Contribute to the development, implementation and review of administrative systems, procedures and operating practices.
- Ensure Trust policies, procedures and operating standards are implemented consistently across administrative functions.
- Support the delivery of administrative aspects of school improvement and operational objectives.
- Coordinate administrative support for key school events, including open evenings, consultation evenings, admissions activities and governance meetings.
- Support the Business and Operations Manager in ensuring statutory and Trust reporting requirements are completed accurately and on time.
- Work collaboratively with Trust Central Services teams and provide support across other Nova schools where required.

Human Resources Administration

- Act as the first point of contact for routine HR administration matters, liaising with the Trust HR Team as required.
- Lead and coordinate recruitment processes including advertising vacancies, arranging interviews, preparing recruitment documentation and supporting safer recruitment requirements.
- Support onboarding and induction processes for new staff.
- Maintain accurate personnel records and HR documentation in accordance with Trust procedures.
- Maintain and monitor the Single Central Record, ensuring compliance with statutory safeguarding requirements and Trust expectations.
- Coordinate probation reviews and maintain associated records.
- Monitor mandatory training completion and maintain training records.
- Support absence management processes, including return-to-work documentation and record keeping.
- Assist with appraisal administration and professional development processes.
- Prepare correspondence and documentation relating to HR matters.
- Ensure confidentiality is maintained when handling sensitive employee information.

- Support the Business and Operations Manager with implementation of Trust policies and employment procedures.

Office Management and Administration

- Manage the day-to-day operation of the school office and reception function, ensuring a professional and welcoming service for pupils, parents, staff, visitors and external stakeholders.
- Ensure appropriate administrative support is available across the school.
- Support with school cover requirements in the absence of the cover administrator.
- Oversee arrangements for incoming and outgoing correspondence.
- Support the coordination and quality assurance of routine communications to parents, carers and external stakeholders.
- Maintain consistency and professionalism in school correspondence, templates and administrative communications.
- Coordinate administrative systems and procedures to ensure efficiency and consistency.
- Manage the collection, collation and submission of statutory and operational returns as directed.
- Ensure appropriate stock levels of office supplies and consumables are maintained.
- Oversee and support with administrative processes relating to pupil admissions, transitions and leavers, ensuring accurate record keeping and compliance with statutory requirements.
- Coordinate administrative processes relating to educational visits, including documentation, consent arrangements, record-keeping and compliance requirements.
- Maintain confidentiality and ensure compliance with GDPR and data protection requirements.
- Support the maintenance of accurate student and staff records in relevant systems.
- Support administrative arrangements for visitors, contractors and external agencies, ensuring compliance with safeguarding and site procedures.

Governance and Compliance

- Support the Business and Operations Manager and Clerk to the Governors with the administration of governance.
- Ensure governance records are maintained in accordance with Trust and statutory requirements.
- Support arrangements for governor recruitment, induction and training.
- Assist with ensuring statutory information published on the school website remains accurate and up to date.
- Support compliance monitoring activities across the school, including safeguarding, data protection and policy management requirements.
- Support with the annual review cycle for school policies and maintain accurate publication records.
- Support completion of compliance returns relating to safeguarding, health and safety, workforce data and governance.
- Assist with preparations for internal and external audits, inspections and reviews.
- Assist in coordinating statutory returns, audits and compliance checks.
- Support the Business and Operations Manager in maintaining compliance with Trust policies and regulatory requirements.

Professional Development

- Undertake regular training and professional development to maintain up-to-date knowledge of school business operations administration.
- Participate in Development and Growth conversations.

General

- Participate fully in the school's performance management arrangements.
- Attend relevant meetings and training events as required.
- Work collaboratively with Trust Central Services teams.
- Support colleagues across other Nova schools where required.
- Undertake any other duties commensurate with the grade and nature of the post.

Person Specification

	Essential	Desirable
Qualifications	• 5 GCSEs (Grade 4/C or above) including English and Mathematics • Educated to Level 3 Standard or equivalent professional experience • Commitment to undertaking relevant professional development	• Relevant HR Qualification • School Business Management qualification equivalent professional development • CIPD Level 3 qualification • Relevant safeguarding training
Experience	• Experience managing an office, administrative function or business support service • Experience supervising or line managing staff • Experience developing and improving administrative systems and processes • Experience supporting HR administration and recruitment activities • Experience maintaining confidential records and compliance documentation • Experience coordinating multiple priorities and deadlines successfully	• Experience within a school, academy or pu sector environment • Experience maintaining a Single Central Re and supporting safeguarding compliance processes • Experience with MHR systems, including iTre • Experience maintaining compliance recorc and statutory documentation • Experience using Management Information Systems (MIS), including Bromcom or similar education platforms • Experience of working with Trust-wide procedures and systems
Skills and Knowledge	• Excellent organisational skills. • Strong attention to detail and accuracy • Effective communication and interpersonal skills • Ability to prioritise workload and manage competing deadlines. • Strong IT skills, including Microsoft Office • Financial and numerical competence. • Ability to build and maintain positive working relationships • Ability to work independently and use initiative • Understanding of GDPR and data protection requirements • Understanding of safeguarding and safer recruitment requirements • Understanding of office management and administrative best practice • Knowledge of HR administration processes • Knowledge of governance and compliance requirements within schools	• Understanding of education sector HR, administration and finance processes • Knowledge of employment administration processes • Knowledge of safer recruitment requirements • Working knowledge of compliance monitoring and statutory requirements within an educational or regulated environment • Experience of producing management information and reports
Personal Qualities	• Professional, trustworthy and discreet. • Highly organised and methodical in approach. • Strong commitment to accuracy and quality. • Ability to remain calm and effective under pressure. • Proactive, self-motivated and able to use initiative. • Flexible and adaptable in responding to changing priorities. • Commitment to maintaining confidentiality and handling sensitive matters appropriately. • Ability to lead by example and support colleagues positively. • Positive and collaborative team member with a customer-focused approach. • Commitment to equality, diversity and inclusion. • Commitment to continuous professional development	• Interest in business operations and educational administration. • Experience of contributing to organisational change and service improvement initiatives. • Enthusiasm for contributing to school improvement and effective governance.

Application details

Application forms

These can be accessed from the school website **www.nottinghamfreeschool.co.uk**. Wherever possible, please provide email addresses for your referees.

How to apply

Candidates should apply for this role through our website at **www.novaeducationtrust.net/careers**. Wherever possible, please provide email addresses for your referees. Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form*.

* *The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

The closing date for applications is **Wednesday 25th November 2026 at 9am.**

Interview

Candidates shortlisted for interview will be notified shortly after the closing date. We hope to conduct interviews during week commencing 30 November 2026. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Nottingham Free School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).

Equal opportunities

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all colleagues.

Our commitment is to treat every individual how they would like to be treated. This is so that you experience a sense of inclusion, feel respected, valued, safe, trusted, and that ultimately, you belong.

If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact **hr@novaeducationtrust.net** and we will be happy to discuss.

How we monitor recruitment

On application we will ask you to fill in an anonymised form which indicates your protected characteristics. This is you helping us to achieve our equal opportunities commitments.

We analyse Equalities information to look at trends and to see if our diversity initiatives are having an impact across our recruitment processes. Your data will help us measure our progress and understand where we need to act.

All Equalities data is anonymised and will be kept separate from your application form and will not be forwarded to the interview panel should you be selected.

About Nottingham Free School

Nottingham Free School is a secondary school serving the communities of Sherwood, Carrington, Mapperley Park, Woodthorpe and Mapperley.

Our core purpose is to nurture and enable the learning of every child. Our vision is for every learner within our vibrant and diverse school community to experience transformative and personal growth.

Ambitions

Our ambitions for our students are that they will have:

- The depth and strength of character needed to succeed and thrive in an ever-changing world.
- The academic credentials that will afford them choice in their future endeavours.
- A meaningful awareness and genuine appreciation of the global community to which they belong.

Our ambitions for our staff are that they will:

- Have the personal development opportunities to learn, grow and fulfil their potential.
- Feel valued, supported and heard.
- Enjoy working in a school where their emotional and physical well-being is prioritised.

Curriculum

High quality learning experiences and equality of opportunity were the founding principles of Nottingham Free School, and they remain at the core of our ambitious and inclusive curriculum. Our curriculum intent is aligned with our school vision for every learner within our vibrant and diverse school community to experience transformative academic and personal growth.

To achieve transformative academic growth, we will deliver a curriculum that:

- Is broad and balanced with a focus on achieving deep learning in core skills and knowledge.
- Is effectively sequenced to build on and further deepen existing learning throughout the curriculum journey.
- Provides opportunities for all our learners to develop the elevated levels of literacy and numeracy required for success in the wider curriculum and in adult life.
- Is challenging and aspirational for all our learners, regardless of any barriers to learning they may face.

To achieve transformative personal growth, we will deliver a curriculum that:

- Enables learners to secure a deep understanding of how to nurture and protect their own wellbeing alongside developing a respect for themselves and others.
- Expands our learners' perspectives and promotes their sense of social and moral responsibility.
- Ensures that all our learners are safe and understand how to stay safe.
- Is enriched to reflect and celebrate the diverse nature of our school community.

Our intent is for our curriculum to empower all learners at Nottingham Free School with the academic credentials that will afford them choice over their future endeavours and the strength of character to succeed and thrive.

Pastoral care and guidance

At the heart of our school is our pastoral structure, which is based upon year groups. Each cohort is divided into four tutor sets and led by a Head of Year. We provide students with the care they need, whilst allowing them to nurture friendships and develop a strong sense of community. Our tutors play an active role in ensuring that our students are happy, well supported and fully engaged in school life, and they serve as the first point of contact for our students' families. There are regular updates for parents and carers regarding our students' attitudes and attainment through termly reports, subject-based parents' evenings and tutor-parent consultation days. We also keep parents and carers up to date via our online 'My Child At School' platform.

We do not accept or tolerate any form of bullying or anti-social behaviour.

Continuous Professional Development

A comprehensive continuous professional development programme for teaching staff is delivered through weekly sessions. These support the development of teachers as reflective practitioners who focus on outstanding teaching and learning.

Student Voice

Student voice plays an important part in the daily operation of Nottingham Free School. Our student council consists of an Executive Committee of Year 13 students and representatives from each year group.

Candidates invited for interview will be lucky enough to meet some of these amazing young people.



















Welcome from the CEO

Dear Applicant,

Thank you for your interest in working at the heart of **Nova Education Trust**. I hope that you will find this pack useful and informative in helping you to find out more about our organisation and to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards. Over the last few years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 94% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's KS2 SATs performance is strong whilst Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. We are highly valued and respected by the DfE, the Local Authorities and other local trusts. This is testament to our brilliant pupils, staff and the communities that we serve. Our trust support and governance is strong and has been externally recognised as amongst the best in the sector and our organisation is financially stable. We understand and we believe that schools belong to their communities — the mission is the same, but the vision may look different in our range of contexts and settings.

We are committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools. We are looking for a talented and inspirational leader who is committed to transforming the lives of our learners, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff. Front and centre to this is our commitment to well-being and engagement because we believe in enabling people to be at their best. We are changing the way we support people to grow and develop, through 'coaching, not telling' — we now have over 150 professionally-trained coaches in the organisation and we have plans to train all middle and senior leaders. We think it's essential that colleagues can access excellent professional development and progression pathways which suit their individual needs. We pledge to lead the way with Diversity, Equity and Inclusion in our organisation. We will introduce new and innovative ways to increase the diversity of our workforce and continue to strive for an inclusive culture in which people have a voice and can contribute, feel a sense of belonging and are able to be themselves.

It is such a pleasure and privilege to lead such a talented group of staff who are forever looking for new and innovative ways to make us even better, each and every day. I am so proud of what we have achieved so far but I know that we can do even better, despite the challenging educational landscape that we find ourselves in. We have a highly skilled, experienced, dynamic and diverse board. They are so supportive yet professionally challenging and there is a great synergy and trust between the board and the executive team.

If you have got a sense of humour, drive, energy and enthusiasm to make us even better then we'd love to hear from you. This is a fantastic opportunity to join a values-driven trust at an exciting stage in our development.

Further information can be found at **novaeducationtrust.net/careers**.

A. Rahman

Ashfaq Rahman
Chief Executive Officer

About Nova Education Trust

As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow.

We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community.

We are committed to excellence; we are confident about our future and determined to achieve our aims.

Our mission is to create transformational schools.

Our family is currently made up of 19 academies (six primaries, 12 secondaries and one sixth form college), which includes our two partner schools in the Madani Schools Federation in Leicester.

The trust is growing and has plans to expand into other areas and regions in the very near future.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.

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Our values

We work with **honesty**, **integrity**, **humility** and **professionalism**.

We **trust** and are **loyal** to each other — we demonstrate a selfless commitment in all that we do.

We **innovate** and **influence** — we create opportunities for sharing and learning, and we pioneer civic collaborations.

We all **learn** together in our **vibrant**, **creative**, **diverse** and **inclusive** family of schools.

We are highly **ambitious** — staff and learners believe through **kindness** and **hard work**, all can succeed and grow.

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Our principles

Excellence: We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

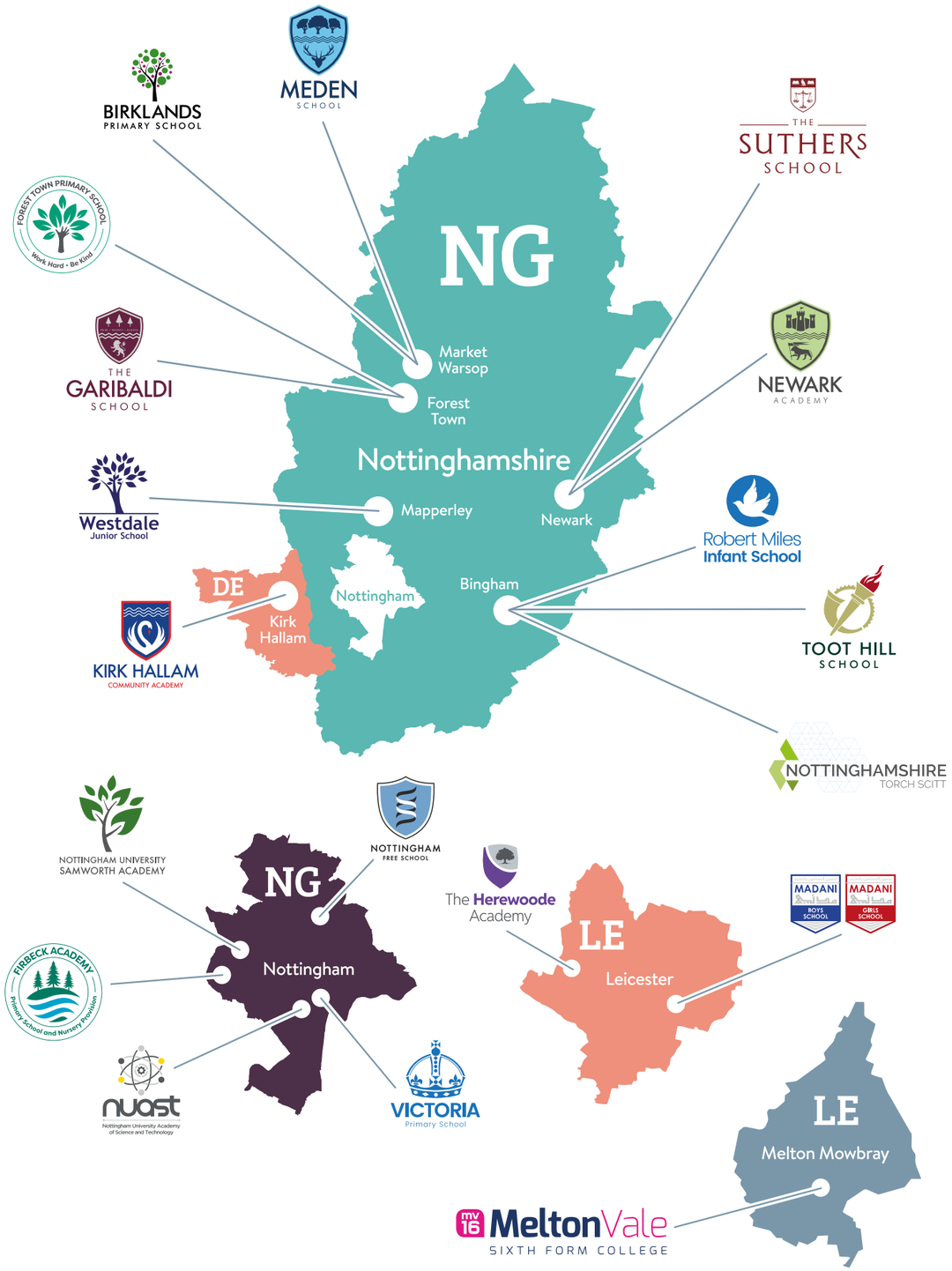
Partnership: By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

Expertly trained and professional staff: By investing in the professional development of all our staff so that they become experts in their professions.

Trust and empower all staff: By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

Focus on learning: An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.

Our family



nova Education Trust

Our central team

We employ a skilled cohort of colleagues to provide specialist support to our family of schools to enable them to be operationally sound and to provide capacity for them to focus on teaching and learning and leadership development.

Our central team is based at the University of Nottingham Innovation Park (UNIP) on the Jubilee Campus as the central hub of all of our schools.

The Executive Leadership Team, with the CEO, meet weekly to support the development and improvement of the trust and deliver three Head Teacher training and briefing sessions as scheduled throughout the academic year.

We employ circa 40 colleagues across the **central team**.

We pride ourselves on our vibrant and dynamic team and foster a sense of collaboration and connectedness through our daily interactions, weekly briefings and our purposeful and deliberate Away Days.

We operate an informal hybrid model of working, which includes working on-site from the head office, school visits and remote working through our Dynamic Working Policy.

Supporting our colleagues

We're proud to offer an exciting, dynamic and collegiate place to work. Our colleagues are dedicated to having an impact and they make a lasting difference to the lives of our children and young people.

We nurture a culture within our trust where everyone feels respected, valued, safe, trusted and ultimately have a sense they belong. We feel, it's that sense which enables people to be their best selves, to grow and succeed as highly competent professionals and add transformational value.

We put well-being and engagement front and centre:

- You'll have access to regular check-ins with your line leader, to discuss how things are going and to talk about what's important to you.
- You'll have opportunities to directly influence trust plans for well-being and engagement.

We develop leaders who:

- Actively listen, communicate clearly, invest time in coaching and nurturing talent, and recognise your contributions.
- Cultivate supportive and inclusive teams who are open and committed to learning from each other, sharing different ideas and practices.

We will encourage and support you to develop and grow:

- Ensuring you have access to focused growth conversations so you can develop both personally and professionally.
- Facilitating trust wide professional networks and communities where you can draw on expertise and collaborate with like-minded and diverse talented colleagues.
- Providing opportunities to network with colleagues outside of the trust as part of our commitment to civic collaboration.

Providing access to range of fantastic benefits through 'Nova Perks', including:

- Bike scheme
- Technology scheme
- Motorsave
- Lifestyle benefits
- Instant discounts
- Savings club
- Workplace ISAs
- Financial planning
- Financial education resource module
- Peer-to-peer
- Lift-share
- Car salary sacrifice
- Health cash plan
- Gym scheme
- Healthy living resource module

Nova Perk Day

In addition to our standard leave provision, we offer all colleagues the opportunity to take one paid '**Nova Perk Day**' per academic year. This can be taken during term time for any chosen reason. This is in support of our continued commitment to colleagues to achieve a healthy work-life balance.

Sick pay

All colleagues are entitled to a generous sick pay entitlement depending on their continuous service.

Pension

All colleagues are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.

NOTTINGHAM
FREE SCHOOL

Ofsted
Good
Provider

The Courtaulds Building
290 Haydn Road
Nottingham
NG5 1EB

0115 896 4949
contact@nottinghamfreeschool.co.uk
www.nottinghamfreeschool.co.uk

Head Teacher

Jo Simpson
BSc (Hons), PGCE, PhD

Chief Executive Officer

Ashfaq Rahman
BSc (Hons), PGDip, PGCE, NPQH, NLE

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