



ARNEWOOD
SCHOOL

Office Manager

Application pack



Welcome to **ARNEWOOD SCHOOL**

I would like to thank you for your interest in the role of Office Manager at The Arnewood School, part of Bourne Education Trust (BET). We look forward to learning more about you and to sharing more about our schools, our wider trust community, our ambitious aims and our remarkable colleagues and pupils.

Located in New Milton, on the edge of the New Forest, The Arnewood School is a highly aspirational secondary school with a Sixth Form provision which fosters a calm, supportive and inclusive environment and harnesses strong, positive relationships among students, staff, and parents.

As a Trust, we believe in shared values and culture, but all of our schools have a distinct identity which is reflected in their curriculum and teaching approaches. We firmly reject a 'one size fits all' approach but instead work on sharing our best practice and ideas with one another. This year our Trust-wide priorities are around digital technology, environmental sustainability and social justice; our staff have numerous ways to interact with these. You can read our Trust strategic plan [here](#).

Our schools have their own budgets along with stable and dedicated teams that are highly talented and committed, not only to academic progress and achievement, but also to equipping our pupils with the skills they need to succeed in finding purpose and joy in their lives. There is a wealth of experience in the Trust's central team to draw on for support in education, recruitment, marketing, HR, finance, capital projects and IT.

We hope this application pack will give you an insight into our organisation and look forward to welcoming you when you visit The Arnewood School.

For more information on what Arnewood School has to offer, please visit our [website](#) or contact the school on 01425 625 400 to arrange a visit.



A stylized, handwritten signature in black ink, appearing to read 'Alex Russell'.

Alex Russell
CEO



Why choose **ARNEWOOD SCHOOL** and **BET?**



✓ **GENEROUS WORKPLACE PENSION**

Teachers Pension Scheme for teaching colleagues (**Employer contribution 28.68%**)



✓ **CONDENSED SCHOOL YEAR**

We offer a condensed school year with a **two week half term** in October.



✓ **CPD & RECOGNITION POLICIES**

Defined career pathways, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



✓ **WORK-LIFE BALANCE**

Flexible working where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



✓ **HEALTH AND WELLBEING SUPPORT**

24/7 online GP , EAP, free online fitness classes, flu vaccinations and **eye tests, cycle to work** scheme & occupational sick pay



✓ **STAFF BENEFITS PLATFORM**

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



✓ **FREE PARKING**

Free on-site parking is available at Arnewood School



Application PROCESS



APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

All candidates who are disabled, as defined by the Equality Act 2010 and who meet the minimum essential requirements will be offered an interview. Should you wish to speak with a member of the team about your application, please contact [**careers@bourne.education**](mailto:careers@bourne.education)





Job DESCRIPTION

ROLE INFORMATION

Job title: Office Manager

Location: New Milton

Contract: Full time, permanent

Hours: 37 hours per week, 39 weeks per year. 8am to 4pm Monday to Thursday and 8am to 3.30pm Fridays with 30 minutes unpaid lunch

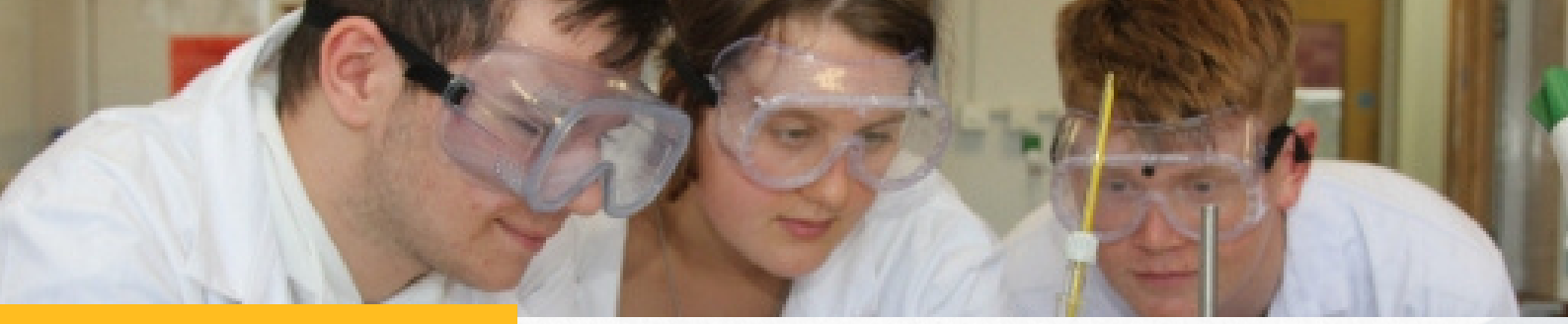
Salary: Support Staff Band E (National- Hampshire) - £28,712 - £31,473 actual (£33,178 - £36,369 FTE)

Responsible to: School Business Manager

ROLE PURPOSE

To provide high-level administrative and organisational support to the Headteacher while overseeing the efficient operation of the school office. This role ensures strategic assistance to leadership and effective management of administrative functions.





MAIN DUTIES AND RESPONSIBILITIES

Administrative Support:

- Provide a comprehensive and confidential administrative support to the Headteacher, handling all matters with discretion.
- Manage the Headteacher's diary, appointments, meetings and correspondence.
- Prepare documentation, reports, and follow-up actions for senior leadership, governing body, and committee meetings, often to tight deadlines.
- Act as a key point of contact between the Headteacher and staff, governors, parents, external agencies, and stakeholders.
- Support compliance with statutory and governance requirements, including maintaining registers and policy oversight.
- Maintain secure and accurate records, including sensitive and confidential documentation.
- Support the organisation of school events, inspections, and external visits.
- Manage recruitment and selection processes, including advertising, shortlisting, interview coordination, pre-employment checks, and onboarding.
- Maintain the Single Central Record (SCR) and ensure all safeguarding checks are completed accurately and on time.
- Oversee staff contracts, pay progression, job descriptions, and personnel records.

Office Management

- Lead and manage the administrative team, including performance reviews and staff development.
- Ensure smooth and efficient running of all office and reception functions.
- Oversee and manage daily staff cover arrangements for planned and unplanned absences.
- Ensure the school website is kept up to date and compliant with statutory requirements,





MAIN DUTIES AND RESPONSIBILITIES (CONTINUED)

Office Management

- Oversee pupil data management systems and ensure accurate record-keeping.
- Provide administrative support to teachers and leadership as required.
- Maintain excellent front-line service, greeting visitors professionally and ensuring safeguarding protocols.
- Manage communication systems and IT platforms for effective information flow.
- Undertake general administrative tasks and any other duties as reasonably requested by senior leadership.

KEY SKILLS AND ATTRIBUTES

- Exceptional organisational and time management skills.
- Strong interpersonal and communication abilities with a wide range of stakeholders.
- Experience in a role requiring a high level of confidentiality and discretion.
- Skilled in IT systems, including MS Office and school data platforms (e.g., Arbor).
- Ability to prioritise, plan, and work independently under pressure.
- Calm, approachable, and emotionally resilient.
- Experience in conflict resolution and mediation.





Person **SPECIFICATION**

ESSENTIAL REQUIREMENTS:

- Minimum 2 years of relevant administrative experience.
- Proven track record of professional development.
- Strong administrative and ICT skills.
- Experience managing staff and office operations.

DESIRABLE:

- Previous PA experience at senior leadership level.
- Experience in an educational setting.

PERSONAL QUALITIES

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.



Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **9th January 2026**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

SAFEGUARDING

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

EQUAL OPPORTUNITIES

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

HEALTH AND SAFETY STATEMENT

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.





[Click to visit our website for more information](#)



Gore Road,
New Milton,
BH25 6RS

Bourne Education Trust

