

# Office Manager

## Candidate Information Pack

**Closing Date: 11.59pm, Sunday 21 September 2025**



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# Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



# Welcome from the Head of School

Dear Applicant,

I would like to take this opportunity to thank you for your interest in the advertised post at the Links Primary School.

The Links Primary School is situated in Eaglescliffe in the south of Stockton-on-Tees. We are a one form entry school with a combined provision in EYFS and KS1.

At The Links Primary School, we respect and value all staff and children as individuals. We believe in the importance of fostering enthusiasm and a positive, growth mindset. We are committed to making a significant difference to the lives of all children regardless of their background or starting point. As a school, we go above and beyond to develop the whole child and aspire to give every child the best possible start in life. We want to inspire every child to Dream, Believe and Achieve so they can contribute positively to the wider world.

We are fortunate to be part of a supportive Trust that contributes to the development of our staff and provides further opportunities for our children. Through collaboration and positive working relationships with other schools we are able to achieve highly.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

If you would like to discuss the post further or visit our wonderful school, please do not hesitate to make contact.

Kind regards,

Carly Briston  
Head of School

# Office Manager

**Job Title:** Office Manager

**Location:** The Links Primary School (Eaglescliffe)

**Start Date:** October 2025

**Actual Salary:** £25,522 to £27,409 (Grade H, SCP 14 to 17)

**Hours of Work:** 37 hours per week, term time plus 5 days

**Contract Type:** Permanent

**Closing Date:** 11.59pm, Sunday 21 September 2025

**Interviews:** Thursday 25 September 2025

**Expected Start Date:** W/C Monday 20 October or W/C Monday 3 November 2025

## About the Role

We are looking for a skilled, committed, enthusiastic and efficient School Office Manager who can work as part of a team as well as using their own initiative to ensure quality support for the School.

Your key responsibilities will include:

- Provide support to the Head of School and Senior Staff
- Dealing with all enquiries effectively, efficiently and politely
- Management of the school Arbor system
- Act as school lead for financial and administrative tasks, adhering to trust deadlines
- Other requirements as outlined in the job description

## About Us

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

## What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#) or contact the office at [office@thelinksprimary.org.uk](mailto:office@thelinksprimary.org.uk).

## How to Apply

Please make sure that the application form is completed and returned via email to [office@thelinksprimary.org.uk](mailto:office@thelinksprimary.org.uk), addressed to Miss C Briston, Head of School.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

## Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from

the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

# Job Description

<b>POST TITLE:</b>	Office Manager
<b>GRADE:</b>	H (SCP 14 - 17)
<b>REPORTS TO:</b>	Head of School
<b>MAIN PURPOSE:</b>	Organise and manage clerical and administrative systems. Contribute to the planning and development of support services.

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## **TASKS:**

### **Organisation**

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Liaise between managers/teaching staff and support staff

### **Administration**

- Take a lead 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 support to other staff
- Provide organisational and complex advisory support to the Governing Body
- Manage complex administrative procedures
- Be responsible for the completion and submission of complex forms, returns etc, including those to outside agencies, e.g. DCSF
- Manage the administration of financial and payroll systems

### **Resources**

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Take a lead role in procurement and securing sponsorship/funding
- Manage service contracts
- Manage school licences and insurance
- Take a lead role in marketing and promoting the school
- Manage facilities including premises, lettings and associated income, building and projects etc
- Manage financial administration procedures
- Take a lead role in planning, monitoring and evaluation of budget
- Be responsible for the management of expenditure within an agreed budget
- Health & Safety management
- Manage financial transactions on school systems including all parent payments

### **Responsibilities**

- Comply with and assist with the development of policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure Equal Opportunities for all

- 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
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

#### **Safeguarding - Promoting the Welfare of Children and Young People**

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

# Person Specification

**POST TITLE:** Administration Level 5  
**GRADE:** H (SCP 14 - 17)

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>NVQ Level 4 or equivalent qualification in relevant discipline, e.g. Certificate in School Business Management (CSBM) OR appropriate experience</li> <li>Willingness to participate in training and development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>ECDL or equivalent</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>Experience of development, management and operation of administrative systems</li> <li>Experience of working in a busy office environment with ability to manage multiple competing deadlines, multitask and oversee a varied workload</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Payroll/finance experience</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>Excellent numeracy/literacy skills</li> <li>Effective use of specialist ICT packages.</li> <li>Use of specialist equipment/resources.</li> <li>Full working knowledge of relevant policies/codes of practice/legislation.</li> <li>Ability to plan and develop systems.</li> <li>Ability to relate well to children and adults.</li> <li>Excellent verbal and written communication skills</li> <li>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>Ability to take a lead role in planning, monitoring and evaluation of budget</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of and ability to complete statistical returns</li> <li>Analytical and problem-solving skills</li> </ul>

<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"><li>• Friendly and approachable manner</li><li>• Self-motivated</li><li>• Reliable and punctual</li><li>• Flexible</li><li>• Professional approach</li><li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li></ul>	
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# How to Apply

Application forms and further details are available on the Trust's website -

[sparkeducationtrust.org.uk](http://sparkeducationtrust.org.uk)

Please make sure that the application form is completed and returned via email to [office@thelinksprimaryschool.org.uk](mailto:office@thelinksprimaryschool.org.uk), addressed to Miss C Briston, Head of School.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

## Confidential References

Two referees should be nominated, including one from your current/most recent employer - Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

## Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

## Person Specification

Sets out the criteria to be used for the shortlisting process.

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**Interviews to be held: Thursday 25 September 2025**

# Employee Benefits

## Employee Benefits

### Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

### Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

### Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www.greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

### Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

### Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.