



Job Advertisement: Office Manager

Job details

Location: Year 1: College Hall site, West Road, off Old Wokingham Road, Wokingham, RG40 3BT.
Year 2 onwards, Hawthorn Academy, All Saints Rise, Warfield, Bracknell, RG42 3SS

Salary: Grade 10 (£19.20-£20.48 per hour. Actual salary £34,164.79-£36,450.74)

Hours/days of work: 37 hours per week. Working pattern by arrangement.

Contract type: Full time, permanent, term time only plus 5 inset days, plus 10 additional days (to be agreed with the Headteacher)

Reporting to: Headteacher

Responsible for: N/A

Start date: April 2025

End date (if temporary): N/A

About us

Hawthorn Academy is a new SEMH secondary school based in Bracknell Forest due to open in September 2025, providing specialist education for children aged 11 — 16 years with social, emotional, and mental health needs (SEMH), including children with ASD. The school will open with 10 places, growing to 50. The school will be sited at the College Hall campus in year 1, moving to a purpose-built school during year 2.

The school is part of The Propeller Academy Trust, a special school MAT comprising currently of 3 schools based in South Oxfordshire: Fitzwaryn, Kingfisher and Bishopswood. The Trust is due to welcome Woodeaton Manor School (an SEMH provision in Oxford) in June '25 following an academisation order, and Forest View School in Bracknell (estimated opening Sept '27) following a successful bid in wave 3.

The Trust has a successful outreach programme and supports over 70 local mainstream schools with outstanding feedback and outcomes.

Propeller is proud of its educational performance. Its curriculum is personalised and focuses on the destinations and long-term aspirations of its pupils and their families, linking directly with their communities including pupils moving directly into employment.

Main purpose

We are looking for an experienced, proactive, and dynamic Office Manager to take up this demanding and rewarding post within our new school. Arriving at a very exciting time, you will have the opportunity to support the headteacher to develop and shape the team and environment.

The Officer Manager has a key role in the effective management of school systems, and you must have a strong administration background, good customer service skills, be able to line manage others and be proficient in Microsoft Office Suite. You will also need to have excellent numeracy skills as this role will

involve cash handling and be an excellent communicator with a professional manner with an empathy for young people with special educational needs.

What we can offer you

- Competitive pay
- Access to Local Government Pension Scheme (LGPS) with enhanced benefits for members i.e., life insurance
- Refer a friend bonus (up to £500)
- Maternity, paternity, adoption, and shared parental leave entitlement
- Free occupational health support
- Free eye test for DSE users
- Free flu vaccinations
- Wellbeing days (3 per year, pro rata for part time staff)
- Free tea and coffee
- A welcoming and supportive school with a friendly team of staff and governors
- Full training and ongoing support

How to Apply

For further details of the post and how to apply please visit <https://thepropelleracademytrust.facebook.co.uk/vacancies>. If you would like to discuss the post further, please contact Clare Offill at clare.offill@propellertrust.org.

Please note that CV's will NOT be accepted.

Please note if you have not received communication from the school inviting you for an interview within ten working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in the school and encourage you to apply for suitable vacancies in the future.

The Propeller Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.