



**“Learning, Working & Succeeding Together”**

Alan Moss Road, Loughborough, Leics, LE11 4SQ

Tel: 01509 214974 • E-mail: [office@taj.leics.sch.uk](mailto:office@taj.leics.sch.uk)

[www.thorpeacrejuniorschool.co.uk](http://www.thorpeacrejuniorschool.co.uk)

Executive Headteacher: Ms Jo Beaumont

We are seeking to appoint an

## Office Manager

**Salary: Grade 9, Actual £28,353**

**Contract: 37 Hours per Week (part time considered)**

**Permanent and Term Time**

**Start date: 4<sup>th</sup> January 2027**

**plus 5 INSET days per year**

We are a long established and inclusive school with high ambition for all children and a passion for developing the whole child. We are looking for a motivated and friendly individual who will be responsible for managing administration staff in the day-to-day running of the office, supporting the Executive Headteacher and Senior Leadership Team in the effective running of the school.

You will have:

- excellent customer service skills;
- extensive school experience;
- excellent IT knowledge and the use of Word/Excel etc;
- excellent interpersonal and communication skills – both written and oral;
- accuracy and pride in your work;
- excellent organisation and prioritising skills with a systematic approach to workload management;
- knowledge and understanding of child protection and safeguarding practices and protocols, including KCSIE and the SCR;
- a full working knowledge of relevant policies/codes of practice/legislation, including GDPR and Health & Safety;
- knowledge in HR matters, primarily recruitment;
- an understanding of the importance of confidentiality;
- the ability to work under pressure;
- the ability to prioritise workload;
- the ability to work on your own initiative;
- the competence to work constructively as part of a team, understanding school roles and responsibilities and your own position within these;
- the ability to self-evaluate learning needs and actively seek learning opportunities;

We can offer you:

- A well-resourced attractive working environment
- The opportunity to work with motivated and friendly children





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- Supportive staff and governors
- Health benefits scheme
- A commitment to continuing professional development

**SAFEGUARDING STATEMENT:**

Thorpe Acre Junior School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; identification and Right to Work in the UK will be required; references will be sought, and the successful candidate will be **subject to an enhanced DBS check for a regulated activity (including a barred list check)** and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request.

We actively support the government's Prevent Agenda to counter radicalism and extremism. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Safeguarding & Child Protection Policy which can be viewed in the Policies section of our website.

Governors are committed to equal opportunities and welcome applications from under-represented groups.

Candidates wishing to view the school are welcome; please contact the school office to arrange an appointment.

**Closing date: 1<sup>st</sup> November 2026 at 23:59**

**Interview: TBC**

Applications to be made online, with completed application forms being uploaded to ETeach, DfE, or e-mailed as below. We are unable to accept CVs:

Ms J Beaumont  
Executive Headteacher  
[office@taj.leics.sch.uk](mailto:office@taj.leics.sch.uk)

