



# MacIntyre Academies

Compassion - Ambition - Partnership

## Candidate Pack Office Manager Quest Academy, Rugby



# Contents

Welcome

Our Story so Far

Benefits

Our Core Values and DNA

Our Academies

Safeguarding

The Role

Job Description

Person Specification

How to Apply

# Welcome

Dear Applicant

Thank you for your interest in the position of Office Manager at our wonderful school.

We are an ambitious and compassionate community, where staff, learners and families work closely together to achieve the very best outcomes for every child. Our school is a truly special place – one filled with joy, warmth and aspiration. Visitors often comment on the positive atmosphere, the dedication of our staff team, and the pride our learners take in their achievements.

We are proud of our well-established and highly effective team, who work collaboratively to drive improvement while holding firmly to our values of compassion, ambition and partnership. As our new Office Manager, you will play a vital role at the heart of our school; leading the smooth and efficient running of our administrative functions while helping to create a welcoming, organised and supportive environment for learners, families, staff and visitors alike.

This is an exciting opportunity to contribute to a school where every decision is made with learners and families at the heart. We are seeking someone who is highly organised, proactive and people-centred, with the ability to balance operational excellence with warmth and professionalism. If you are someone who thrives on both challenge and collaboration, and who wants to make a meaningful contribution to a thriving school community, we would be delighted to receive your application.

I look forward to the possibility of welcoming you to our team and to our school.  
Warm regards,

*Laura*

**Laura Thackaberry**  
**Principal**



# Our Story So Far

MacIntyre Academies is a multi-academy special education trust for special schools and specialist alternative provision.

We are sponsored by the national charity MacIntyre and our school's benefit from 50 years experience of innovative approaches to supporting children with special educational needs and their families. Our philosophy is based on Macintyre's commitment to providing local personalised learning, support and care.

Our vision is for all learners to have confidence and belief in their potential, be ready for a successful adult life and connected where they live.

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Please see our Safeguarding page.

Putting children and families *first*

As our vision suggests, our learners and their families are at the centre of everything that we do. To achieve this we use person centred approaches and place a high value on working in Partnership with Families.

We want all learners to achieve their full potential and to develop in a way that makes sense to them. Each school has its own bespoke curriculum framework designed with holistic, flexible and ambitious opportunities. We work in collaboration with a wide range of partners including future destination providers for our learners.

We are proud of our Compassionate Curriculum which supports learners to become more resilient, and fosters positive relationships between learners and staff.

Our Sponsor MacIntyre's approach has informed and shaped our Core Values.

## Our Strategic Objectives

- To grow the Academy Trust in a way that supports capacity building but ensures outcomes within existing academies are not compromised
- To create a culture of challenge, support and mutual benefit so that MAT academies are schools that learners, families and employees are proud to be identified with and others want to join
- To build a leadership culture that promotes the sharing of skills and expertise across academies and encourages school leaders to work in partnership and support others in their journey
- To be transformational, set and expect high standards and provide challenge/ support to improve outcomes for children in all schools joining the Trust
- To provide exceptional and differentiated interventions that support all schools to raise aspirations of learners and staff
- To provide outstanding governance and leadership that has high expectations and a rigorous process of scrutiny at every level
- To operate robust management systems and controls that support individual schools and promote efficient data analysis and sharing
- To use evidence based practice to continuously improve the offer, delivery and outcomes

## Our people are at the heart of our success

- A competitive salary
- Discretionary Special School Allowance £750 per annum (pro rata role dependent)
- Excellent local government pension scheme
- Family Friendly policies
- Wellbeing, Bereavement and Menopause policies
- Enhanced Sick Pay
- Wellbeing initiatives in your setting
- Full induction
- Training and development and the support of a trained line manager and dedicated senior leaders
- Access to further professional development
- Cycle to Work Scheme
- Annual MAT Life Day to take for that special occasion
- Annual Flu Jabs
- Free eye tests through Specsavers
- An Employee Assistance Programme to Support your health and wellbeing
- Death in Service
- Long Service Recognition
- Recommend a Friend Scheme - £100 Voucher
- Trained Mental Health First Aiders
- Enhanced DBS Certificate (Paid for by MacIntyre Academies)
- Self service portal to facilitate leave and amend personal information
- We have an active employee engagement programme which includes Termly 'You are Awesome' awards, an annual Employee Big Thank you Day, Annual CPD Trust wide conference.
- Access to Blue Light Card/ Discounts for Teachers which offers thousands of amazing discounts online and on the high street for Teachers and support staff

# Our Core Values

**Our vision is for all young people to have confidence and belief in their potential, be ready for a successful adult life and connected where they live.**

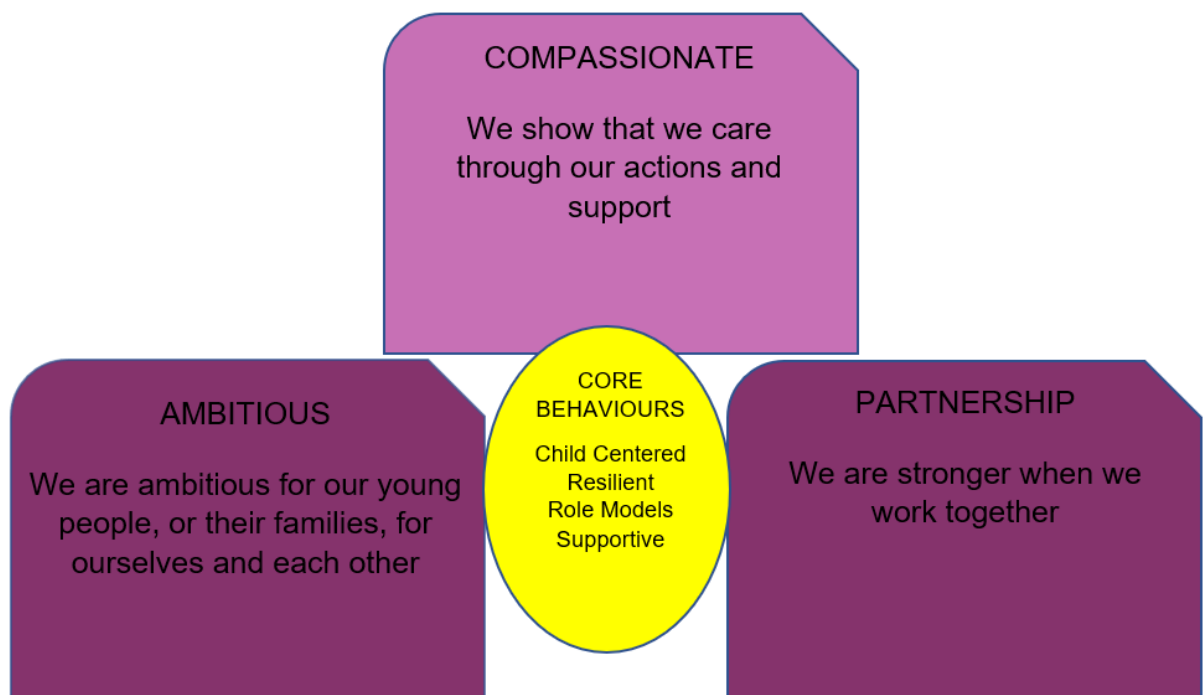
## *What is our DNA? Why is it important?*

We don't just value what you do, but also how you do it. Our DNA defines who we are as individuals and as an organisation. It provides a defined way of working: how we do things around here, how we treat others and how we should expect to be treated.

Adhering to our DNA is also the key to delivering our vision, making MacIntyre Academies a great place to work and ensuring we provide high quality education and care to young people and their families.

## *What does the DNA mean for me?*

Every colleague is expected to demonstrate behaviors which are consistent with our DNA. Whether you are applying for a job, you are a new employee or have been a colleague for many years, you will need to demonstrate our DNA in everything you do. This will be a key part in our recruitment, training and development and the appraisal processes.



# Our Core Values

## Our value: Compassion

- We are better together
- We will deliver success through teamwork and in
- partnership with families and other key stakeholders



## Our value: Ambition

- We are ambitious for learners, for their families, for ourselves and each other
- We will set ambitious goals, seize every opportunity for learners to thrive and take personal accountability for everything we do.



## Our value: Partnership

- By building safe, trusting, honest, kind and meaningful relationships
- We will focus on positives, create a safe environment and building trusting relationships to help learners overcome challenges day practices



# Our Academies

## Endeavour Academy, Oxfordshire

MacIntyre Academies' first school which opened in September 2014. Th provide 32 places for learners (aged 8 to 19) with autism and learning disabilities who are in need of specialist education, care and support.



## Discovery Academy, Nuneaton

Discovery Academy opened in September 2015 in Nuneaton, Warwickshire for learners, aged 9 – 19 years who have an Education, Health and Care Plan for autism or a social, emotional or mental health need.

## Quest Academy, Rugby

Quest Academy is for learners, aged 7 – 19 years who have additional needs associated with an autistic spectrum condition (ASC) or social, emotional and mental health (SEMH) difficulties.



## Venture Academy, Henley-in-Arden

Venture Academy is a specialist school for learners aged 9 -16 years with autism and/or a social, emotional or mental health diagnosis. The school has capacity for 50 learners and is based in Henley-in-Arden, Warwickshire

# Safeguarding

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of learners. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. This post includes engaging in regulated activity relevant to learners and is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information about filtering offences can be found in the DBS filtering guide: DBS filtering guide - GOV.UK ([www.gov.uk](http://www.gov.uk)) It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Referees will be asked to assess suitability of candidates to work with learners and will be verbally verified. Individual Safeguarding Policies for our Academies can be found on our website under 'Essential Information' and candidates will be asked about this as part of the recruitment process.

In line with the update to KSCIE 2022 MacIntyre Academies will carry out an online search of the candidate once the shortlisting process has been completed as part of their due diligence. This may involve a google search of the candidate's name, looking at the top three search results over the past three years. If any incidents or issues are identified that are publicly available online this will be explored with the candidate at interview stage.



**Reference No(s): QACSC012026**

**Salary: D26 – E32; FTE - £28,334.51 - £34,406.45; Actual £26,985.25 - £33,058.67; Plus Exams Allowance £3000 per annum (£250 per month)**

**Hours: Full Time; 38 hours per week; Term Time Only plus 4 weeks**

**Location: Quest Academy, Rugby**

**Closing Date: 15<sup>th</sup> June 2026**

**Interviews: 19<sup>th</sup> June 2026**

**Contract Type: Full Time; Permanent; Term Time plus 4 weeks**

At Quest Academy, we are dedicated to providing a nurturing and inclusive educational environment for learners with Autism Spectrum Conditions (ASC) and those with Social, Emotional and Mental Health (SEMH) difficulties. We cater for children between the ages of 7 and 19 (learners currently transition at 16).

We are committed to working together, nurturing individuals, celebrating uniqueness, unlocking potential, friendships and memories. *Ready for Adulthood!*

Our mission is to create a supportive and inclusive school community where every individual, regardless of their unique abilities and needs, is encouraged to embrace their true self and is empowered to become the best version of themselves. We are committed to providing a safe, supportive, and nurturing environment that prioritises the well-being of each learner, tailored to their strengths and challenges. This commitment extends to parents, carers, staff, and all who visit. By fostering an atmosphere of support, collaboration, and well-being, we aim to enable learners to reach their fullest potential and grow into confident, compassionate, and positive members of society.

**Quest** is a place where everyone belongs—a space where learners are nurtured, empowered, and protected, both physically and emotionally. It is a place where each learner's true self is embraced, allowing authenticity to flourish. In this supportive environment, creativity is inspired, and resilience is cultivated, enabling every student to grow, learn, and thrive.

The Principal wishes to appoint an enthusiastic and dedicated Office Manager to provide a confidential admin support service to the Principal and Senior Leadership Team of the school under the direction of the School Business Manager. This is an exciting opportunity to be part of a team that will enhance the school experience for all. You will need to be reliable, committed and have experience. You should also be caring, trustworthy and an excellent role model for our learners with clear motivation to work in a school that seeks to be the best that it can be, amongst staff, learners, parents and governors who are all dedicated to learning and continual improvement.

Quest Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to Enhanced Disclosure and Barring Service check.

**The Principal encourages candidates to visit Quest Academy.**

School visits can be arranged via email to [laura.thackaberry@macintyreacademies.org](mailto:laura.thackaberry@macintyreacademies.org)

Our young people have diverse and complex needs and supporting them may include assisting with aspects of personal care. We are committed to ensuring this support is provided with dignity, sensitivity and respect, and applicants should feel comfortable undertaking personal care as part of their role.

## About You

As the Office Manager you will provide a confidential administrative support service to the Principal and the Senior Leadership Team of the school, under the direction of the Business Manager. This will include secretarial support, diary management, correspondence, updating of the SCR, recruitment, arranging meetings and taking minutes. You will line manage administration staff, providing appropriate supervision and guidance as required.

You need to be an experienced Administrator with excellent keyboard skills and knowledge of all relevant Microsoft packages to include Word, Excel and Outlook. You will have a relevant secretarial or administrative qualification such as an NVQ level 4 or equivalent. Knowledge of school databases such as SIMS is desirable but not essential as full training will be given. You need to be able to demonstrate excellent communication skills both written and verbal, be able to work under pressure within tight deadlines, with a highly resilient, determined approach to your role.

You will have experience of managing and developing staff teams, preferably in a similar role and experience of working in an office environment knowledge/experience of working in a school environment is essential.

Some learners communicate how they are feeling through their behaviour and at times that may be unsafe behaviour. It is part of our shared responsibility to teach our learners how to communicate safely and effectively. At times they may need our support to keep themselves and others safe and we provide training to ensure all staff are able to do this. For these reasons, this role requires someone who is able to manage these, at times, high physical demands effectively. MacIntyre Academies will, where possible, look to make reasonable adjustments to comply with the Equality Act 2010 and fully assess risks.



# Job Description

## OFFICE MANAGER

### Reporting to

School Business Manager

### Purpose:

To provide a comprehensive and confidential administrative and support service to the Principal and the School. The post holder will also provide administrative support as required to members of the SLT i.e. the Business and Finance Manager, Principal and Deputy Principal.

The Office Manager sits at the heart of the Academy and will be a key contributor to our culture of respect, optimism, celebration and mutual support which promotes equality within, and values the diversity of, the Academy community. The post holder will be expected to promote the vision and values of the Academy with all stakeholders including parents, visitors and the local and wider community.

### Key Responsibilities and Duties:

1. To provide an effective and efficient administrative support function to the Principal and the Academy, taking initiative where appropriate to resolve administrative matters.
2. Provide administrative and diary support to the Principal, and members of the Academy Senior Leadership Team (SLT), liaising with relevant parties to organise meetings, appointments and schedules effectively.
3. Undertake research and data collation as required, liaising with colleagues and external stakeholders and agencies.
4. To be responsible for the Line Management of members of the Academy administration team.
5. Provide full administrative support in relation to the management and production of correspondence, records, paperwork. Using electronic and manual filing systems.
6. To produce and distribute agendas, notes and minutes of meetings as necessary.
7. Maximise the use of ICT to enhance the quality and efficiency of support and service.
8. Liaise with the DFE/ EFA/ OFSTED and other external agencies over Academy wide matters as required.
9. Liaise with the Academy Board of Governors in relation to school governance as required.
10. Work with members of the SLT in the recruitment and appointment of all staff, including the collation of references and employment checks.
11. Under the supervision of the School Business Manager, take responsibility for the Single Central Register ensuring that it is updated when necessary.
12. Assist members of the SLT with HR. matters requiring formal procedures to include staff absence management and record keeping as appropriate.
13. Support members of the SLT in dealing with confidential staff issues including the convening, attending and minute taking of meetings as required.
14. Support the management and staging of Academy-wide events.
15. Ensure meetings are organised efficiently in appropriate venues with hospitality, ICT facilities as required.
16. To greet visitors; acting as a gatekeeper in the event of unscheduled visitors.
17. Support the Principal and members of the SLT at major annual events e.g. Open Evening; Parents' Meetings; Academy Board Meetings, etc.
18. To undertake appropriate supervision and annual appraisal of identified administration support staff.

### General Accountabilities

1. To comply with the academy's Health and Safety policies and undertake risk assessments as appropriate
2. To be responsible for your own personal and professional development and undertaking learning and development activities to include attending service specific training as required.
3. To undertake any other reasonable tasks as are required at the discretion of the SLT

### Additional Duties:

- To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.
- To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.
- To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
- To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the MAT Data Protection Policy, Acceptable use of ICT Policy, Password Policy and any other associated policies and procedures.

### Training Required:

- Prevent
- Safeguarding – Children & young people, Adults & Children, Safeguarding Vulnerable Adults.
- Code of conduct
- Accident Reporting
- GDPR – Data protection Essentials 2019
- GDPR – Information & Security
- KCSIE (Not working directly with children)
- KCSIE annual update
- Health & safety Essentials & Basics
- Equality & Diversity
- Fire Awareness in Education
- Mental Health Awareness
- Stress Awareness
- Slips, Trips & Falls
- Display Screen Equipment
- Risk Assessment
- Manual Handling
- Conflict resolution
- Team Teach
- Infection prevention and Control
- Safer Recruitment
- Appointing Officer
- H&S for Managers and Supervisors
- Fire Marshall
- Autism
- Positive Behaviour Support

## Safeguarding:

The jobholder must observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping Children Safe in Education and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above Procedure and document can be obtained from the School Business Manager.

This description is not intended as a total definition of the post, only an outline of the duties involved. The post-holder will be expected to carry out any other duties commensurate with the level of the post and which may reasonably be required by the Principal according to the normal practice of the Trust.

## Additional Information:

**Please note:** This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work and will be reviewed through the appraisal process. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job, following discussion between the Principal and member of staff. Any amendments will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.



## **Special Conditions of Employment**

### **Rehabilitation of Offenders Act 1974:**

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Head teacher of this fact immediately. Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School's relevant procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

### **Health & Safety:**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder

### **Confidentiality and Data Protection:**

The job holder is expected to comply with the provisions of the Data Protection Act 2018 which includes the General Data Protection Regulations (GDPR). Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 2018 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the School Office.

### **Equality and Diversity:**

Quest Academy is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

### **Training and Development:**

Quest Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

### **Mobility:**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

# Person Specification

Criteria	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education</li> <li>• Recognised secretarial qualification or NVQ Level 4 in Business Administration.</li> <li>• Demonstrative written and verbal communication skills.</li> <li>• Experience of managing and developing staff teams.</li> <li>• Demonstrative skills in Outlook, Microsoft Office, database programmes (such as Databridge, SIMS)</li> <li>• Good organisational skills and ability to set priorities.</li> <li>• Ability to effectively manage change.</li> </ul> <p>Experience of working in an office environment Knowledge/experience of working in a school environment</p>	<ul style="list-style-type: none"> <li>• Knowledge of Ofsted Standards</li> </ul>
<b>Personal Attributes</b>	<p><i>The Candidate must be able to demonstrate:</i></p> <ul style="list-style-type: none"> <li>• A belief that people with learning disabilities have the right to participate in making decisions about the services they receive and to access learning opportunities and wider experiences.</li> <li>• A commitment to supporting high service delivery.</li> <li>• A commitment to the implementation of MacIntyre Academies Equal Opportunities Policy.</li> <li>• Ability to act as an appropriate member of the School's Senior Leadership Team and keep calm under pressure and in all situations.</li> <li>• Excellent communication skills at all levels, including good telephone manner and ability to converse with stakeholders and other outside professionals. Ability to maintain a flexible approach.</li> </ul>	
<b>Special Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Confidence and skills to lead a successful team</li> <li>• Excellent communication and facilitation skills with all stakeholders</li> <li>• A passion for working with pupils with SEN and their families.</li> <li>• Ability to work flexibly to meet the needs of the academy.</li> <li>• High level of resilience and determination</li> <li>• Commitment to and a genuine interest in the pastoral welfare of the school community</li> <li>• Calm and organised approach to work under pressure and the ability to inspire confidence in others</li> <li>• Ability to plan and prioritise workload in order to meet deadlines.</li> <li>• Adopt a reflective approach to work.</li> </ul>	

# How To Apply

**Come join us!**

Please visit:

<https://careers.macintyreacademies.org/vacancies/>

Or contact:

[hr@macintyreacademies.org](mailto:hr@macintyreacademies.org)



[macintyreacademies.org](http://macintyreacademies.org)  
[endeavour-academy.org](http://endeavour-academy.org)  
[thediscoveryacademy.org](http://thediscoveryacademy.org)  
[thequestacademy.org](http://thequestacademy.org)  
[ventureacademy.org.uk](http://ventureacademy.org.uk)

**LinkedIn** 

[www.linkedin.com/company/macintyre-academies/](http://www.linkedin.com/company/macintyre-academies/)



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