

MOORSIDE
PRIMARY ACADEMY

Office Manager (Temporary)

Candidate Information

Start Date: 1st January 2027

Aiming High

Welcome from the **Headteacher**

Welcome to Moorside Primary Academy. I am very proud to be the Headteacher of Moorside Primary Academy supporting the children and community within the Moorside area and beyond.

We are a small 2-11 academy based on the outskirts of Consett in County Durham part of the Advance Learning Partnership (ALP) family of schools.

At Moorside Primary Academy we believe in educational excellence and hard work, this brings about its own rewards. We believe in working with every child from their individual starting points and maximising their potential. We want our children to be well prepared for the next steps in their educational journey, having the confidence and self-belief to become resilient lifelong learners. We believe education is about both academic and personal growth.

We aim for our children to be well rounded individuals who can make a positive contribution to the community in which they live and society as a whole.

We pride ourselves in an environment where all members of our school community are valued. We encourage parents to support with their child's education recognising this is vital to long-term academic and personal success.

Mrs S Wheatley
Headteacher

Why work for **Advance Learning Partnership**

Advance Learning Partnership (ALP) is a child-centred, forward-thinking organisation where people truly matter. If you're looking for a role in a workplace that values collaboration, innovation, and professional growth, ALP offers the perfect opportunity to thrive.

A Culture of Excellence and Collaboration

- Our ethos, *'Your child is our child,'* underpins everything we do. We're proud to provide an environment where every decision prioritises the success of our children and the wellbeing of our team.
- As a **Times 100 Best Places to Work 2024** and **Investors in People Platinum Employer**, we are committed to creating a supportive and inclusive workplace. We were proud to be named **Medium Employer of the Year 2024** by Investors in People, highlighting our dedication to our employees.

Exceptional Benefits

- Pension Scheme with Generous Employer Contributions
- Flexible and Hybrid Working Opportunities
- Generous Annual Leave Entitlement
- Family-Friendly Policies

Wellbeing First

- Employee Assistance Programme including counselling and financial wellbeing advice.
- Health and Wellbeing Support including benefits like mental health support, physiotherapy, free flu jabs, and 24/7 GP services.
- Occupational Health Services ensuring you're looked after both physically and mentally.

Investing in Your Development

- Professional Growth: We're passionate about helping our staff develop. From bespoke CPD programmes to leadership pathways, we'll support you to achieve your career goals.
- Leadership Opportunities: Whether you're just starting out or ready to take the next step, we offer leadership development programmes to help you succeed.

Added Benefits

- Discount Schemes: Enjoy savings on shopping, travel and entertainment.
- Salary Sacrifice Options which include our electric car and cycle-to-work schemes.

Why Now?

This is an exciting time to join ALP. We are a growing organisation with a clear vision for the future, and our commitment to excellence means you'll be working in a dynamic, inclusive and forward-thinking environment.

At ALP, your contribution will make a real difference—not only to the lives of our children but also to your own personal and professional growth.

Join us and be part of something truly special.

The **Role**

An exciting opportunity has arisen at Moorside Primary Academy to organise and supervise administrative systems within the school, and to contribute to the planning, development and monitoring of support services and/or management of office staff, including coordination and delegation of relevant activities.

The **Person**

- Exhibits the highest of expectations.
- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Capable of multitasking effectively, coordinating office logistics.
- Collaborates as a team player, demonstrating flexibility and commitment to the needs of the school.
- Exemplifies the values and ethos of the school as a positive role model.
- Exhibits excellent people management skills.

Job **Description**

JOB TITLE	Office Manager
CONTRACT TYPE	Temporary (Temporary position from January until July 2027) Term Time Only
ACCOUNTABLE TO	Senior Leadership Team
GRADE	Grade 7 SCP 15-22
SALARY	£26,839.70 - £30,124.90
HOURS	37 hours per week
REQUIRED	1st January 2027

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF

Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of and support, difference and ensure that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensure continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

SPECIFIC RESPONSIBILITIES FOR THIS POST

Office Managers will:

- Organise and supervise administrative systems within the school, and to contribute to the planning, development and monitoring of support services and/ or management of office staff, including coordination and delegation of relevant activities.
- Provide a professional, efficient and effective range of administrative, communication, data use and management activities across the school, in accordance with agreed policies and procedures, to ensure delivery of a first-class service.
- Demonstrate excellent organisation skills.

RESPONSIBILITIES OF THIS POST

- Manage office based/ reception staff.
- Take responsibility for the school website, uploading and updating information.
- Be responsible for the processing of nursery pupil admissions, including communications with new families.
- Provide a professional image when greeting visitors and other stakeholders.
- Ensuring visitor signing in procedures are followed correctly including safeguarding checks.
- Be responsible for the single central record.
- Manage staff recruitment procedures in line with Trust policies and procedures such as placing job adverts, requesting references, DBS checks and other safer recruitment checks.
- Manage and maintain all attendance data.
- Take responsibility for the management of pupil attendance including where necessary liaising with parents, sending letters, arranging and attending meetings and making referrals to the attendance improvement team.
- Co-ordinate data collection sheets as required, ensuring a smooth process is adopted of sending forms home to parents, monitoring returns and updating information in SIMS to ensure an accurate record is kept at all times.
- Be responsible for the processing and updating of free school meal/ pupil premium data.
- Be responsible for pupil admissions and pupil transfers including class/ group allocation, CTF files and hardcopy files.
- Maintain office stationery levels including those for the photocopier and associated printers.
- Assist with new intake including processing consent forms.
- Manage Educational Visits booking process, including obtaining quotes, making provisional bookings recording pupil numbers and PP calculations. To check risk assessments before they are submitted to the Headteacher.
- In conjunction with the trust's compliance officer, ensure that the school's Every System is kept up to date and policies are updated as required within deadlines.
- Maintain stock/ asset register and manage annual stock check in conjunction with the Network Manager.
- In conjunction with the school education team and senior leaders, to lead on the school's co-curricular provision including:
    - Communication with parents
    - Creating and managing bookings
    - Monitor payments
    - Creating reports and registers

Finance and Equipment

- Undertaking routine financial administration as required; school float, school events income etc.
- Processing milk returns.
- Processing school meals returns.
- Assist in processing and recording purchase orders, travel claims, etc.
- Be familiar with the operation, use and interpretation of computer-based financial management systems.
- Recording and reporting readings from the photocopying equipment.

Resources

- Operating relevant equipment / ICT packages, e.g. Word, Excel, databases etc.
- Monitoring and refreshing stock levels.

Attendance

- Monitor and maintain accurate pupil attendance records using school MIS systems (e.g. SIMS, Arbor)
- Track daily attendance, ensuring registers are completed and followed up promptly.
- Identify patterns of absence, lateness, and persistent absenteeism, reporting concerns to senior leadership.
- Produce regular attendance reports for the Headteacher and governors.
- Contact parents/carers regarding unexplained absences via phone, email or text systems.
- Issue attendance letters in line with school policies (e.g. first-day absence, warning, and escalation letters)
- Provide guidance to families on attendance expectations and procedures.
- Liaise safeguarding procedures in relation to pupil absence, including first-day response protocols.
- Escalate concerns regarding vulnerable pupils or persistent absence to the designated Safeguarding Lead (DSL)
- Ensure attendance processes comply with statutory requirements and local authority guidance.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person **Specification**

Criteria		Essential	Desirable
Application	Application form and a well-structured letter of application indicating interests.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	Level 3 (or equivalent) in relevant subject or willingness to work towards.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	Degree in relevant subject.		*
Experience	Experience of taking initiative and self-motivation.	*	
	Leading a team(s).		*
	Working within a school/ MAT.		*
	Experience and working knowledge of attendance management procedures	*	
Qualities & Values	Ability to assume full responsibility for the efficient day to day functioning of the role.	*	
	Excellent communication skills both written and oral, with the ability to communicate effectively with people at all levels.	*	
	High level of administrative and organisational skills.	*	
	Able to work as part of a team and contribute towards its success.	*	
	Record keeping and information retrieval.	*	
	Able to use all MS Office programs particularly SIMS, TEAMS, Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases such as Arbor.		*
	Able to work to tight deadlines, managing and prioritising time effectively.	*	
	Self-starter, with an ability to work independently and use own initiative to overcome obstacles.	*	
Personal Attributes	Have an openness to learning and change.	*	
	Have a positive attitude to personal development and training.	*	
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	*	
	Demonstrate good interpersonal skills.	*	
	Demonstrate integrity, confidentiality, impartiality, and empathy.	*	
Special Requirements	Be able to travel and work in designated schools across the Trust (for Networking and/ or training).	*	
	Be willing to, occasionally, attend evening meetings.	*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application **Guidance**

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Friday 4th December 2026 addressed to:**

Moorside Primary Academy
Chester Road
Moorside
Consett
County Durham
DH8 8EQ

or by e-mail to the school, **contact@moorsideprimary.org.uk**

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Shortlisted Candidate **Guidance**

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. Section 311. KCSIE 2026.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.