



Olive Academies

Office Manager

OA-Cambridge

- £21,213 - £25,080
- Permanent, part-time – 22.5 hours per week over 5 days
- Term-time plus 4 weeks
- Local Government Pension Scheme
- OA benefits package

[Apply now](#)

To arrange an informal discussion or to visit the academy, please email shona.green@oliveacademies.org.uk

Olive Academies is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. To this end, both an Enhanced Disclosure and Barring Service check and a Barred List check are required for this role. We particularly welcome applications from under-represented groups.

About OA-Cambridge

Based in the city of Cambridge, our academy specialises in alternative provision supporting up to 52 pupils on roll for whom traditional teaching methods have not worked. Students, ranging in age from 13 to 16, join us if they are at risk of permanent exclusion, or have been permanently excluded, from a mainstream school, or because they have complex needs that prevent them from attending a mainstream school.

Our academy is a nurturing, inclusive community which combines creative and engaging learning opportunities with a culture of respect. Our approach is one of great care and high expectation for, and of, every student regardless of their prior experiences and challenges.

Every one of our students is unique. We want to celebrate and support their individual abilities to give them the very best education possible so that they can gain the skills, qualifications and independence to reach their full potential in education and beyond.

As an alternative provision academy, we have the freedom to go beyond the traditional curriculum to deliver learning opportunities that engage, motivate and inspire even the most reluctant of learners. This freedom provides staff the opportunity to be flexible and creative in developing a broad and dynamic curriculum to best meet the needs of our students. As such, staff play a key part in shaping the academy and making a lasting difference for students.

Working in alternative provision can be challenging but with it comes great rewards: this is your chance to make a real difference to the education, and lives, of some of the most vulnerable young people in Cambridge.

If you have the experience and enthusiasm to join us on our journey, I would love to hear from you.

Thank you for your interest.

Ryan Kelsall

Executive Headteacher



Office Manager
OA-Cambridge



"I have never worked anywhere like Olive. **Staff work as a collective** and there is **so much support and enthusiasm** to make THE difference. I see colleagues caring so much and they have a relentless drive to support students."

"The education we provide is **so much more than a subject**. For some of our young people we are the only constant trustworthy adult in their life."

"Knowing that **we can make a difference** to the pupils when they have been failed in other settings is **hugely motivating**. The look of pride of a 14 year old's face when he realises he can read is amazing and then hearing from others how this really has opened up a curriculum for him is **something I had never experienced before**."

"Everyone's **ideas and experience is genuinely valued**, no matter your role."

"I like having to **think outside of the box** and **adapt my ways of working**, whether that's teaching phonics whilst playing with small world or practising times tables when playing football! I enjoy every day at Olive."

Job description

We are looking to appoint a dedicated Office Manager to manage and oversee the academy's front office and administration. The successful candidate will be responsible for overseeing daily office operations with a commitment to creating an excellent office experience for internal and external visitors while ensuring the highest levels of hospitality and experience are maintained. You will:

- manage and monitor administrative systems, procedures and management information to ensure effective operation of the academy
- lead, supervise and manage performance of administration staff, providing support, guidance and direction as required
- plan, monitor and maintain administration budgets, ensuring value for money and accurate financial records
- produce, review and respond to complex correspondence, ensuring all communications are professional, accurate and timely
- liaise with senior leaders, staff, parents, external agencies and trust colleagues to provide effective administrative and organisational support
- provide comprehensive secretarial and administrative support to the head of academy, including managing diaries, organising meetings and taking minutes
- act as the first point of contact for enquiries directed to the head of academy, managing communications professionally and confidentially
- coordinate all aspects of the recruitment process, including advertising vacancies, arranging interviews, preparing recruitment documentation and undertaking pre-employment checks
- maintain the Single Central Record and personnel files, ensuring compliance with safeguarding, employment and statutory requirements
- monitor and maintain DBS, barred list and safeguarding records, ensuring all checks remain current and compliant
- administer and oversee probationary, appraisal and performance management processes, ensuring reviews are completed within required timescales
- maintain accurate records of staff absence and attendance and provide regular updates to senior leaders
- provide administrative support in relation to sensitive and complex staffing matters, always maintaining confidentiality
- ensure HR records, policies and procedures are maintained in line with current legislation and academy requirements
- manage and maintain service level agreements, ensuring documentation is reviewed and updated as required
- complete statutory returns and workforce census requirements accurately and within required deadlines
- organise and deploy staff cover arrangements, securing appropriate cover for planned and unplanned staff absence

- liaise with supply agencies and external providers to source high-quality temporary staff and ensure continuity of provision
- ensure safeguarding and compliance checks are completed for all supply and temporary staff
- monitor and maintain accurate records relating to cover arrangements and associated budgets
- manage filing, record retention and archiving processes, ensuring compliance with data protection and retention requirements
- maintain accurate management information systems and databases to support academy operations
- use a range of IT systems and software to support administration, HR, examinations and reporting functions
- build and maintain positive working relationships with pupils, staff, parents, governors and external agencies
- work effectively under pressure, managing multiple priorities and meeting deadlines while maintaining high levels of accuracy and attention to detail
- under the guidance of the AHT PDBW, act as a coach to a group of students
- promote and uphold the academy's safeguarding, equality, diversity and inclusion policies and procedures
- work proactively, professionally and with discretion, using initiative to resolve issues and support the effective running of the academy

Note: The duties above are neither exclusive nor exhaustive and the post holder may be required by the head of academy to carry out appropriate duties within the context of the job, skills and grade.

Person specification

Measurements: A = Application, I = Interview, R = Reference, T = Task

Qualifications and training

Level 2 Mathematics and English or equivalent	A	Essential
Relevant qualification e.g., PA Diploma, NVQ III Business Admin	A	Essential
A Level or equivalent	A	Desirable

Experience

Previous experience of working within a similar role	A	Essential
Experience of working collaboratively with others	A, I	Essential
Previous experience of working with a MIS database such as SIMS or Arbor	A, I	Desirable
Previous experience of working in a school environment	A, I	Desirable

Knowledge

Detailed knowledge of IT systems; competent user of Office 365 (Word, Excel, SharePoint), computerised accounting systems and management information systems	A, I, T	Essential
An understanding of disadvantage and working in challenging environments	A, I	Desirable
Knowledge of safeguarding procedures	A, I	Desirable

Skills and abilities

Strong analytical, strategic, interpersonal and thinking skills	A, T, I	Essential
Excellent interpersonal and communication skills, and the ability to form strong relationships with all stakeholder groups (pupils, parents and carers, colleagues, external agencies, wider community etc.)	A, I, R, T	Essential
Advanced office and admin skills	A, I	Essential
An ability to handle confidential material sensitively	A, I	Desirable

Personal aptitude

Personal and professional resilience in the face of challenging situations	A, I, R	Essential
Self-motivated, productive, diligent, and thorough	A, I, R	Essential
Commitment to an open, collaborative style of management	I	Essential
Concern for the development of colleagues and members of the wider school community	I	Essential
Commitment to your personal and professional development and that of all staff	A, I	Essential
Empathy with the needs of children	A, I, T	Essential
Commitment to the safeguarding of vulnerable young people	I	Essential
Commitment to the vision, values, aims and objectives of Olive Academies	A, I	Essential

Transform young lives with Olive Academies Trust

Thank you for your interest in working with Olive Academies.
We look forward to receiving your application.

[Find out more and apply.](#)

   oliveacademies.co.uk