



## Candidate Information



**Light Hall School**

*The best from everyone, all of the time.*

**Office Manager**

# Introduction from the Headteacher

I am delighted that you are interested in this key post of Office Manager at Light Hall School.

Light Hall School is a very special place, our students are friendly, enthusiastic and eager to learn. Our staff are caring, supportive and completely committed to ensuring that every child achieves their very best.

This is an excellent opportunity to gain experience working within an enthusiastic and experienced team in a happy, harmonious school. You will have the commitment and passion to find the true potential in every one of our students. We have a team of dedicated and hardworking teachers, Lead Practitioners and an experienced leadership team, to support you.

The successful applicant will be joining us at a very exciting time. We have recently opened our sixth form. This brings with it numerous opportunities for continued development.

The enclosed information should give you a flavour of Light Hall. Do please come and visit us if you would like to know more.

To arrange a visit to the school, please contact Anna Williams, HR, Cover and Office Manager on 0121 746 5060 or email [awilliams@lighthall.co.uk](mailto:awilliams@lighthall.co.uk)

To apply please write a letter of application (2 sides of A4 - maximum), which explains how you can fulfil the person specification and what you will bring to the role, together with completing all questions on the application form. Please remember to include contact details of two referees, one of whom should be your current/most recent Headteacher (if applicable). This should be emailed to [HR@lighthall.co.uk](mailto:HR@lighthall.co.uk)

We look forward to hearing from you.

Yours sincerely



**Annette Kimblin**  
Headteacher



# Our Ethos & Values

Light Hall School is a very special place, our students are friendly, enthusiastic and eager to learn. They are at the heart of all we do. Our staff are caring, supportive and completely committed to ensuring that every child achieves their very best with us, no matter what their starting point.

Our aim is that every student leaves us, not only having achieved their full potential academically, but with a lifelong love of learning, a sound moral compass and high aspirations and expectations of themselves.

Care and respect for others and our environment are the given norm at Light Hall and there is an expectation that everyone will participate actively and positively in the life of our learning community. The numerous opportunities and experiences we offer, aim to equip every student with the skills, knowledge and confidence they need to become valued and successful members of society.

The leaves of the Light Hall tree in our emblem stand for each of our core values. They are: excellence in all we do, love of learning, sound moral compass, care and respect, active participation and high aspirations and expectations.



## Excellence, High Aspirations and Expectations

We strive for excellence in all that we do at Light Hall. Our motto, "The best from everyone, all of the time" informs the way we work and play. We believe that every student, with the right mind-set and a willingness to work hard and learn from their mistakes, can and will achieve great things. Our dedicated teachers motivate students to aim high and encourage every student to exceed their own expectations.

## Love of Learning

Learning is our core purpose. At Light Hall School we structure learning to excite our students' curiosity and to inspire them to become successful, lifelong, independent learners. Our teachers are enthusiastic and extremely passionate about their subjects, spending considerable time planning interesting lessons, so that their love of their subject is passed on to the students.

## Sound Moral Compass, Care and Respect

Our students at Light Hall are our greatest asset and it is a privilege to work with them. We expect very high standards of behaviour and courtesy, both in and out of the classroom and we encourage our students to be aware of the needs of everyone in the immediate and wider community.

## Active Participation

We are an inclusive school which offers the very best opportunities for all our students. Our dedicated team of teachers and support staff pride themselves on offering a safe, caring and happy environment in which students can learn and develop and are confident that we are preparing them well for the future. Our pastoral support team is extensive and has as its mission to ensure that every student feels valued and that their achievements, both academic and personal, are recognised. At Light Hall we recognise that students thrive when offered additional experiences outside of school. Education goes beyond the reaches of the classroom and we believe that young people can learn a great deal by taking part in educational visits and activities away from school and home.



Our School



## Introduction to Light Hall School

We are a co-educational comprehensive academy of 1100 students aged 11-18, located to the west of Solihull Town centre in the district of Shirley. We draw students from Solihull and Birmingham. Our intake has a broad mix of both attainment and socio-economic backgrounds.

Our Sixth Form opened in September 2024 and is an exciting and growing part of our school community. Designed to offer a personalised and ambitious post-16 experience, it provides a supportive yet academically challenging environment where students can confidently prepare for university, apprenticeships or employment. Our Sixth Form students are excellent role models within the wider school community, contributing positively to school life through leadership opportunities, mentoring and enrichment.

We have an excellent staff team. Each individual, be they teacher or support staff, is committed and hard working. Our students are enthusiastic and friendly. They are respectful, polite and very well mannered. Relationships

between students and staff are highly positive.

In our annual surveys, both parents and students rate the school highly.

The school has doubled in size since it was first built and enjoys an excellent setting. It has good sporting facilities and has developed a community ethos within the area that it serves.



# The Life of the School



## Pastoral Care

Light Hall School is a very friendly and welcoming place for both students and staff. Students feel cared for and relationships between students and between staff and students, are overwhelmingly positive.

The pastoral system is centred on the form tutor, the head of Key Stage 3, 4 and 5, the Progress and Development Leader and the non-teaching pastoral managers.

Almost every member of staff is involved in the pastoral system in some way. The house system contributes to this too, providing links between students of different ages and healthy competition in a wide range of activities. A small sample of these include the visual arts, "Dragon's Den" enterprise cup, cake bakes, "Light Hall's Got Talent", dance, basketball, cricket, rounders, netball and football.

## Academic and Extra Curricular Life

Our broad and balanced curriculum is delivered through a three year Key Stage 3 and a two year Key Stage 4, to ensure that students have time to develop the depth of their knowledge and skills in their GCSE subjects. Our Key Stage 4 and 5 offers are broad and balanced.

In addition to striving for excellence in academic study, our provision aims to prepare our students for life beyond Light Hall. Our curriculum, which incorporates PSHE and SMSC, makes a strong contribution to our students' personal development and welfare. This is enhanced by a weekly programme of extracurricular activities, which includes after school sports, drama and musical activities, as well as a variety of subject enrichment clubs. The house system also provides many opportunities for students to participate in a variety of different activities and charity events. Careers and work related learning are promoted in every year group and are very strong.



## Facilities

We are fortunate to have a high quality learning environment at Light Hall with the latest technologies to enhance the curriculum.

Our modern classroom facilities help to provide greater variety in teaching methods and therefore make learning more effective.

Opportunities to nurture independent learning skills are provided through a variety of virtual learning platforms and resources.

Our vibrant and welcoming learning resource centre supports learning throughout the school. It is well stocked, has good ICT facilities and provides high quality services to everyone.

Our purpose built drama studio, music rooms, art and technology rooms support our extensive extra-curricular programme. In addition to this we have excellent sporting facilities, including tennis courts, sports hall, fitness room and an astro-turf.

## Working at Light Hall

Our staff team are friendly and welcoming. Here at Light Hall School, we pride ourselves on providing a full range of CPD opportunities to support all staff to continually deliver the best in all they do.

Our Teaching & Learning CPD takes many forms such as department meetings where staff have regular time to meet with each other, plan and share resources, personalised coaching and research groups.

In order to support our middle leaders to keep abreast of developments in their subject areas and share good practice, we have a rolling CPD programme where middle leaders regularly meet with their counterparts in neighbouring schools.

We also have a full induction programme for our ECTs and have continuous opportunities for those wanting to develop their leadership potential.

## School Results

	2025	2024	2023
<b>Attainment 8</b>	49.9	46.8	44.5
<b>% 5+ in English/Maths</b>	58%	44%	43%
<b>% 4+ in English/Maths</b>	76%	71%	64%



# Our Strategic Direction

## Our Motto

This is what we aspire to. It applies to every member of staff and to every student.

***The best from everyone, all of the time***

## Our Purpose

Every single one of our students will realise their potential, regardless of starting position, in an inclusive and nurturing environment where they enjoy their learning and that prepares them for their next step and for future citizenship.

## Our Core Values

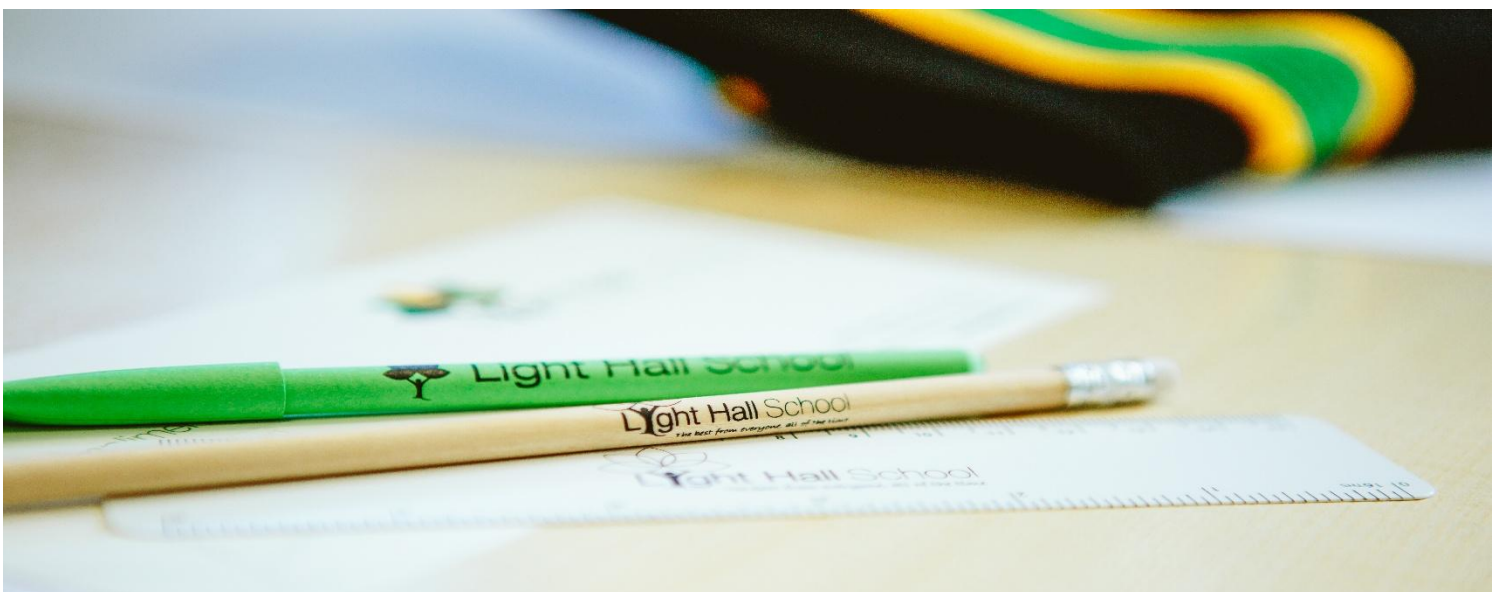
The leaves of the Light Hall tree in our emblem stand for each of our core values. We want our young people to understand and live by our core values. They are:

- ***Excellence in all we do***
- ***Love of learning***
- ***Sound moral compass, care and respect***
- ***Active participation***
- ***High aspirations and expectations***

## Our Approach

We believe we will achieve this through:

- Having the Light Hall child at the heart of all we do;
- Working together and with others;
- Communicating effectively and kindly with each other and all stakeholders;
- Pre-empting challenges before they arise;
- Working creatively, looking for solutions, not just following a set process;
- Taking responsibility, not just walking by;
- Holding ourselves and each other to account.





# Our Vision for 2027

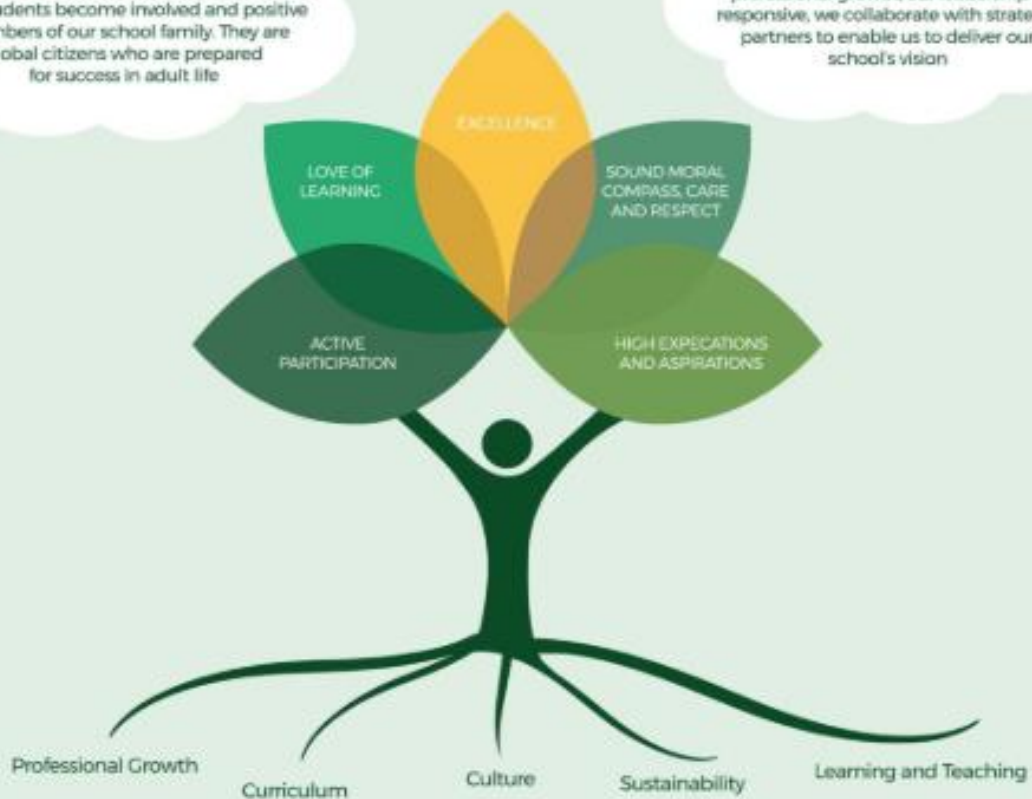
Our school is a model of sustainable best practice: our students are prepared to meet the challenge of climate change with determination and hope.

Our culture reflects our core values. We are ambitious and forward looking, we work hard and learn together, we reflect and improve, we care and nurture, we are honest and kind. everyone is supported to become the best they can be, no one is left out.

Our teaching develops resilient, confident learners, who are self-motivated and independent, making excellent progress, regardless of background, starting point or additional need.

Our curriculum is exciting and challenging, celebrating sport, the arts and community service, in addition to academic, cultural and social growth. Our students become involved and positive members of our school family. They are global citizens who are prepared for success in adult life.

Our staff are committed to continual professional growth, our leadership is responsive, we collaborate with strategic partners to enable us to deliver our school's vision.



*The best from everyone, all of the time.*

# Staff Wellbeing and Benefits

## Staff Induction

When you start working at Light Hall, we will provide you with a full induction programme with resources and information to help you settle into your new role. You will be able to access key training to enable you to work safely in your new role.

## 24 Hour GP Consultations

Available 365 days a year for staff and their children. Prescriptions can be sent directly by email or phone. Staff can access this service when they are abroad or on holiday.

## Continuous Professional Development and Learning

We are committed to ensuring staff are equipped with the skills and knowledge for their role and for their future development and progression. This includes access to learning both in school and out of school to support teacher effectiveness.

## Confidential Nursing Support

Direct access to an external nursing team for wellbeing and health related advice.

## Performance Development Reviews

These conversations will take place each term and you will have an end of year review focusing on your achievements, learning and wellbeing.

## Free Physiotherapy

You can be placed with a local physiotherapist within a week at a private physiotherapy clinic of your choice, free of charge and at a convenient time.

## Collaborative and Supportive Culture

We celebrate that we are all part of a team with the aim of doing our best for students. We have a buddy system for new staff and a dedicated staff room.

## Discounted Health Cash Plan

We are registered with the Birmingham Hospital Saturday Fund, known as BHSF, a not-for-profit health insurer which enables staff to receive cash payments towards everyday healthcare costs including dental treatment, eyesight tests, new glasses or contact lenses, and professional therapy treatments.

## Competitive Salary and Pension Schemes

Staff salaries and pay awards are applied in line with national pay awards and we provide incremental pay progression. We offer teachers access to the Teachers' Pension Scheme and support staff access to the Local Government Pension Scheme.

## On-Site Gym

We have a small on site gym that staff can use before or after school hours.

## Unlimited Counselling

Free and confidential, for any reason or life event affecting your mental health.

## Reduced Marking Load

We have recently undertaken a review of marking and as a result reduced the marking load for our staff, freeing up essential time to spend on planning high quality lessons and formative assessment

# The Role: Office Manager

## The Vacancy

The Office Manager will play a key role in the day-to-day organisation and smooth running of the school office. The postholder will help lead and support the office team, oversee a wide range of administrative processes and ensure that communication with parents, carers, staff, students and visitors is handled professionally and efficiently. Working closely with the Executive Assistant to the Headteacher and Governance Professional, the role will also support key school priorities including governance administration, student records, information requests, staff briefings and preparations for the new school year.

## The School Office

The school office is central to the smooth running of Light Hall. The team provides a professional, welcoming and efficient service for students, parents, carers, staff, visitors and the wider school community, helping to ensure that communication, administration and day-to-day organisation are managed effectively.



# Job Description

**Job Title:** Office Manager

## Light Hall School Purpose

Light Hall School is committed to providing an excellent education for every student in its care. Mutual respect, high expectations and a relentless focus on progress are the expected norm. Professional development and support will be offered to all, to ensure that staff have the necessary skills and knowledge to meet the schools standards.

## Key purpose of this post

To manage the effective daily operation of the school office.

## Safeguarding

All staff share responsibility for safeguarding and promoting the welfare of children as follows:

- Contribute to a safe learning environment for all students at all times;
- Adhere to the school's child protection and safeguarding policy and procedures;
- Report any concerns about the welfare or safety of a child to the Designated Safeguarding Lead (DSL) without delay;
- Maintain appropriate professional boundaries with students at all times;

## Duties and responsibilities

### The Office Manager will:

- Manage the day-to-day operation of the school office, ensuring that administrative systems and processes are efficient, effective and responsive to the needs of the school.
- Act as a key point of contact for parents, carers, students, staff, visitors and other stakeholders, ensuring enquiries are dealt with professionally and appropriately.
- Take accurate notes at meetings and ensure relevant information or actions are shared appropriately.
- Manage student archive records, ensuring information is stored, retrieved and disposed of appropriately in line with school procedures and data protection requirements.
- Support preparations for the new school year, including arranging form boxes and ensuring relevant administrative resources are in place.
- Support senior leadership team with Pupil Premium administration.
- Prepare and process standard letters and documentation for students, parents, carers and staff as required.
- Oversee and support the management of the school's social media pages.
- Provide day-to-day line management and support for the main office Business Support Assistants and Receptionist, helping to coordinate office functions, including trips and events administration and ensuring work is organised effectively and delivered to a high standard.
- Providing cover for office staff during absence.
- Provide regular feedback, support and guidance to team members, addressing any operational issues promptly and appropriately.
- Provide support to the Executive Assistant to the Headteacher and Governance Professional
- Work closely with the Executive Assistant to the Headteacher and Governance Professional to support key school priorities and governance-related administration.
- Provide administrative, organisational and communication support linked to Headteacher, senior leadership and governance priorities as required.

- Ensure the Executive Assistant to the Headteacher is regularly updated on office-related priorities, progress, issues or concerns.
- Assist at occasional after school events such as Open Evening and Prom Evening.
- Maintain confidentiality and discretion when handling sensitive information relating to school leadership, governance, staff, students or families.
- Support school census processes, ensuring information is accurate, complete and submitted in accordance with relevant requirements and timescales.
- Support the Executive Assistant to the Headteacher with administrative processes relating to exclusions, ensuring records, correspondence and associated documentation are managed accurately and confidentially.
- Assist with Subject Access Requests and Freedom of Information requests, ensuring information is handled appropriately and in line with school procedures and statutory timescales.
- Work flexibly and collaboratively with colleagues to support the effective running of the school.
- Undertake any other appropriate and reasonable duties, suitable to the level of the role, as directed by the Headteacher, Executive Assistant to the Headteacher and Governance Professional, or other senior colleagues.
- Identify personal training needs with support, in order to help implement school priorities and enhance own job performance.
- Follow the school's procedures for health and safety

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not an exhaustive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

***Light Hall School is committed to safeguarding and promoting the welfare of all children and young people and expects its staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Safeguarding checks in accordance with Keeping Children Safe in Education are required for shortlisted candidates which include self-declaration of criminal record and online searches. An enhanced DBS check and safeguarding checks in accordance with Keeping Children Safe in Education are required for successful candidates. This post carries safeguarding responsibilities in line with our child protection policy as detailed in the job description.***

# Person Specification

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either desirable or essential

Qualifications	Essential	Desirable	Method of Assessment A - Application / Letter I - Interview IT - Interview Tasks R - References
Good standard of English and Mathematics to GCSE level or equivalent	✓		A
Confident use of Microsoft Office, including Word, Excel and Outlook	✓		A/IT
<b>Experience</b>			
Experience of working in a busy administrative or office environment	✓		A/I/R
Experience of coordinating administrative processes and meeting deadlines	✓		A/I/IT/R
Experience of supervising, supporting or coordinating colleagues	✓		A/I/R
Experience of working in a school or education setting		✓	A/I/R
<b>Skills and Abilities</b>			
Excellent organisation, prioritisation and time management skills	✓		A/I/IT/R
Clear, professional written and verbal communication skills	✓		A/I/IT/R
Ability to lead, support and motivate a small office team	✓		A/I/R
Strong attention to detail and ability to maintain accurate records	✓		A/I/IT/R
Ability to handle confidential information with discretion	✓		A/I/R
Ability to remain calm, professional and solution-focused under pressure	✓		A/I/R
Commitment to safeguarding and promoting the welfare of children and young people	✓		A/I/R
<b>Personal Qualities</b>			
Professional, reliable and approachable	✓		I/R
Positive, proactive and adaptable	✓		I/R
Committed to the ethos and values of Light Hall School	✓		I/R



**The best from everyone, all of the time.**

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