



MOSAIC
LEARNING TRUST
Raising Aspirations,
Empowering Futures



Candidate Information Pack

Office Manager

Closing Date: Friday 23 January 2026 at 9am
Interviews: w/c Monday 26 January 2026



Golborne Community
Primary School



SOUTHLANDS
HIGH SCHOOL
Endeavour for Excellence



Standish Community
High School

be Outstanding!



Chief Executive Officer: Neil Moore

It is with great pleasure that I introduce you to the Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student so they can develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.

I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

Who we are:

The Mosaic Learning Trust was established in 2017. The ambition for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments

At **Standish Community High School**, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

Southlands High School believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.

At **Golborne Community Primary School**, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

What are the Benefits of Working for the Mosaic Learning Trust?

At the Mosaic Learning Trust, we understand that investing in our staff is the best investment for our students and offer a wide range of strategies to help our teachers and support staff to be highly effective in their roles. The Trust offers: -

Salary

We offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document. We also offer competitive salaries to school support staff on an incremental salary scheme, paid according to agreed pay grades using national spinal column points. Support staff receive an increment on 1st April each year, or when they have completed six months of service if appointed between October 1st and March 31st, until they reach the top of the band within their pay scale.

Pension

The Trust offers access to a substantial contributory pension scheme in line with the Teachers Pensions and Local Authorities.

Generous Holidays

Full year support staff have a statutory right to 28 days paid holiday a year including bank holidays, the Trusts' minimum entitlement for support staff is 35 days (including bank holidays) increasing to 40 days (including bank holidays) after 5 years' continuous local government service.

Wellbeing

We are committed to supporting the physical and mental wellbeing of our staff. We offer occupational health services, Schools Advisory Service (SAS) – wellbeing services, an employee assistance program, free flu vaccinations, eye care, discounted local gym memberships and we are a part of the cycle to work scheme.

Trust 'Inset Days'

The Trust offer additional Inset Days to give staff non-contact time for additional training, CPD, preparations, department time, leadership time etc.

Learning and Development

Learning and Development is essential to the success of the Trust and will help us meet our objectives and address the challenges we face over the coming years. This is an on-going process and one which should therefore be continuous throughout the year. There are many opportunities in the course of day-to-day work for learning and development to take place and service-specific training is provided appropriate to the needs of the job.

We also have an e-learning portal, through the National College which provides employees with access to a range of online courses and resources at a time that suits them, designed to help them enhance their professional development and refresh their learning, with new courses being added regularly.



December 2025

Dear Applicant,

Post: Office Manager – Permanent Contract (term-time plus 2 weeks)

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Job Description
- ❖ Person Specification
- ❖ Application Process

Southlands High School are advertising for a permanent term-time plus 2 weeks Office Manager to commence employment as soon as possible.

The successful candidate will take a full and active role in the life of our schools and will join a dedicated, hardworking trust team. The successful candidate will be welcoming, personable, helpful and able to represent the school in a professional and friendly manner. In addition, it is essential that the person for this role is organised, able to multitask, work flexibly and have a “can do” approach.

This full-time role will be predominately based at Southlands High School, Chorley; however, you will be required to work at any school within the trust.

We encourage applicants to apply through [MyNewTerm](#).

Applications will be considered as soon as they are received, and the closing date will be Friday 23 January 2026 at 9.00 a.m. Interviews are scheduled to take place week commencing 26 January 2026. Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list check through the Disclosure and Barring Service (DBS), medical clearance, references, and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Miss R Atherton
Trust H.R. Manager

General Information for Applicants



Southlands High School is an improving school. Our motto '**Endeavour for Excellence**' demonstrates that we expect all stakeholders, staff and students to drive for the highest standards in everything they do. Southlands High School is striving to be 'Better' than ever before as a successful and inclusive school that works in close partnership with families and the community to achieve the best for our young people.

In December 2017, we were designated as a converter academy within the Mosaic Academy Trust with Standish High School and Golborne Primary School and look forward to going from strength to strength in our partnership. The Mosaic Academy Trust as an organisation seeks to value each and every member of the community and to become a family of schools that will welcome other schools and be a Trust whose chief aim is to become stronger as a whole than by the sum of its parts. We seek for our students to be **Successful Learners, Confident Individuals and Responsible Citizens**. The Trust has a Trade Union Recognition Agreement in place.

From our most recent inspection, in February 2024, the report highlights that we are highly ambitious for our pupils to achieve. We strive to meet the needs of the individual child so that they feel safe, secure and happy and enjoy their time at Southlands. We also aim to provide the highest standards of teaching and learning so that students are able to progress and fulfil their potential. We believe that every child should be given opportunities to develop their leadership skills as part of their growth and development in order to prepare them for adult life. Many of our students go on to be very successful in all aspects of life with a number attending some of the leading universities in the country. We are committed in our drive for academic excellence whilst offering a wide range of extra-curricular activities and opportunities so that our students can achieve educational success and develop fully as individuals.

We recognise that all students have the right to the highest quality education that will equip them with the qualifications they need to progress to college, university or their chosen career. Every decision we take to create our successful school comes from a firmly held staff belief that we can always strive to be 'better' than before.

The school was inspected in February 2024 and although our overall judgement remains as requires improvement we were graded as good for both behavior and attitudes and leadership and management. The report acknowledges that pupils are increasingly benefiting from the improvements that the school has made to the quality of education that they receive and highlights many of the positive changes that have taken place in the school. Our school priorities for 2024-25 clearly continue with our culture for improvement: improving student outcomes and the development of teaching, learning and assessment.

There are 933 young people on roll with the likelihood of growing close to 1000 in the coming years. The intake profile in both socio-economic and academic terms is that of a fairly typical comprehensive school.

At Southlands we are very proud of our caring school community and place great emphasis on high standards of behaviour and respect for all through our Southlands Standard.

Hopefully, this has inspired you to take a serious look at Southlands.

I look forward to receiving your application form.

Paul Bousfield
Headteacher

JOB DESCRIPTION

INTRODUCTION	
Post Title:	Office Manager
Purpose:	To be responsible for the provision of an efficient and effective administrative support service to the school, taking a supervisory role and supporting colleagues, as required.
Responsible to:	Headteacher & School Operations Manager
Responsible for:	Reception Staff and Admin Support Assistants
Liaising with:	Headteacher, Senior Leadership Team, Teachers and support staff, students, outside agencies and parents/carers
Working time:	37 hours per week, Term -Time plus 2 week working Monday to Thursday 8.00 a.m. to 4.00 p.m. and Fridays 8.00 a.m. to 3.30 p.m.
Salary /Grade:	Grade 6 (SCP 14 to SCP 20) Actual Salary £26,174.85 to £28,883.41
Disclosure Level	Enhanced
Conditions of Employment	No holidays are permitted during the 190 day teaching year.
MAIN DUTIES / JOB OUTLINE	
<ul style="list-style-type: none"> To manage the Reception Staff and Admin Support Assistants. To be responsible for the day-to-day supervision of the office facilities and the day-to-day line management of the General Office Staff, organising workload and liaising with service users. Screening of all letters / minutes/ reports sent from the school. Plan, co-ordinate and administrate educational visits (EVC). Contribute to the content of the school website. To access the LA communication systems (i.e., document management server) and ensure all correspondence is passed on to the relevant members of staff. To be responsible for all incoming school emails, ensuring these are directed to the appropriate member of staff. To support the day-to-day supervision of the reception area. To actively develop all aspects of the Office Support Service to ensure an effective and responsive service which meets the needs of the school and its stakeholders. Responsible for receiving /dissemination of all incoming mail and the franking of all outgoing mail. Assist with the administration of Free School Meals, ensuring the Dining Room outlets are in receipt of up-to-date information on a weekly/daily basis. To contribute to the Development Plan and assist in the organisation of activities to promote team working and ensure that the main office always complies with school protocols and performance criteria. To ensure the provision of an effective and efficient reception, promoting a welcoming environment for all and supporting the school's aim for corporate excellence. To assist in the development and implementation of a customer care policy/procedure throughout the school. To assist in any recruitment and selection of staff, as requested by the School Business Manager. To assist with the DBS application process for Contract Staff. To ensure that the relevant computer protocols are maintained accurately, with regard for data protection at all times. To write ad hoc reports, as required, using the schools MIS system. 	

- To co-operate with all other sections in the provision of an effective and efficient support staff service to the school.
- To assist with the training of specific staff in the expectations of the school as well as job related tasks.
- To be responsible for the supervision of workloads of specific staff to ensure that timescales, school protocols and targets are met.
- To review internal and external communication systems and administrative functions including liaising with parents via social and digital media.
- To be responsible for maintaining stationery supplies for the general office.
- To participate in the Professional Development Review for School Support Staff.
- To attend training organised by the school and contribute as appropriate.
- Any other duties commensurate with the grade and job title as directed by the Headteacher.
- Provide duties for Admin Support Assistants for a relevant subject area as and when required.

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective, efficient, and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff, review, and development appraisal process.
- To support the development and promotion of an image which is consistent with the aims of the school.
- Provide general clerical/admin support, when necessary, for example, photocopying, filing, faxing, completing standard forms, responding to routine correspondence.
- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Commitment and support to ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.

HEALTH AND SAFETY TRAINING

- To undertake Health & Safety Training on areas within the designated work area.
- Act as First Aider.

SCHOOL ETHOS

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

Signed
(Officer Manager)

Signed
(Headteacher)

Dated
(Office Manager)

Dated
(Headteacher)

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Office Manager

Aspect	Essential / Desirable	Application/ Interview / Reference
Experience		
Experience of using a range of computer packages i.e., Microsoft Office & Every	E	A, I
3 years relevant experience of in a similar or related role	E	A, I
Supervisory / Team Leadership Experience	E	A, I

Training & Qualifications		
Minimum of 3 GCSE's Grades (A to C) including Math's and English	E	A, I
Professional qualification in business management or equivalent	D	A, I

Knowledge & Understanding		
Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post		
Ability to work strategically and seek and implement creative solutions	E	A, I
Able to manage a range of different tasks and prioritise time to meet deadlines		A, I
Understanding of working in a school context and how the role contributes to safeguarding and positive outcomes for pupils	E	A, I
Can be trusted with matters of a confidential nature	E	A, I
Ability to prioritise workloads and to work to deadline	E	A, I
Highly effective administrative and organisational skills	E	A, I
Proficient in the use of computer systems	E	A, I
Health & Safety legislation	E	A, I
Strong skills in analysis, risk management and impact evaluation	E	A, I
Ability to performance manage a diverse range of staff	E	A, I
Excellent organisational skills	E	A, I
Able to show initiative to work with the minimum of supervision in a busy environment	E	A, I

Personal Skills, Abilities and Competencies		
Applicants should be able to provide evidence that they have the necessary skills and abilities required		
Ability to deliver polite, courteous and efficient service	E	A, I
Good communication skills to deal with staff, students and visitors	E	A, I
Ability to use initiative to respond and resolve problems	E	A, I
Ability to work effectively as part of a team and individually	E	A, I, R
Ability to lead and work in accordance with the school's health and safety policies	E	A, I
Maintain confidentiality where appropriate	E	A, I
Adaptable, flexible, diplomatic, tactful and committed to success	E	I, R
Willingness to work occasional unsociable hours	E	I, R
Understanding procedures with regards to Safeguarding	E	I, R
Ability to organise one's own work, to prioritise tasks and keep to deadlines	E	A, I

Full driving license	D	A
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Personal Qualities		
Tact and a sense of humour	E	A, I
A personal and friendly nature	E	A I, R
Approachable, team player with a willingness to ensure tasks are completed on time	E	A I, R

Application		
Accurate completion of school application form	E	A
Letter which addresses person specification, evidence in letter and application	E	A
High standards in spelling and writing	D	A

Legal Issues		
Legally entitled to work in the UK	E	A,I
Enhanced DBS Clearance	E	

Application process:

To apply, please use [MyNewTerm](#)

Closing date: Friday 23 January 2026

Short listing: Friday 23 January 2026

Interview date: w/c 26 January 2026

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Southlands High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures ([link to policies](#)). Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website www.southlandshs.org.uk.

When completing your application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies are included. You should refer to the job description and person specification to guide your application. Your supporting statement should be no more than 2000 words. Please note that late applications and CV's will not be considered.

