

Job Advert

Office Manager

Location:	Lindens Academy, Hundred Acre Road, Streetly, B74 2BB
Contract Type:	Full time Permanent
Contract Term:	Term time, plus 5 training days (39 weeks)
Grade/Salary:	G6 Point 18-23 £31,537 - £34,434 per annum FTE
Closing Date:	25 th September 2026 at midday
Start Date:	October 2026
Positions Available:	1
Interview Date(s):	2.10.26

About Lighthouse Multi Academy Trust

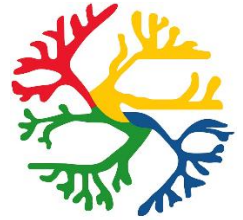
The Lighthouse Multi Academy Trust, located in the West Midlands, consists of 9 primary schools across the Walsall borough. We are proud to be Lighthouse and across our academies we have:

- 3,000 Amazing Children
- 500 Dedicated Staff Members
- 9 Fabulous academies
- A uniquely developed Forest School
- 1 Additionally Resourced Provision (ARP)
- 2 Special Resourced Provision (SRP's)
- An academy with the only Crown Bowling Green in England.

About this Role

The Lighthouse Multi Academy Trust are looking for a compassionate, dedicated, and proactive Office Manager to join Lindens Academy.

Lindens Academy is a mainstream setting with an Additional Resource Provision for supporting pupils with complex medical needs and physical disabilities. It is a welcoming and inclusive academy, serving children aged **3 to 11** in Streetly, part of the Walsall community. We are extremely proud to be part of the **Lighthouse Multi Academy Trust**, working collaboratively to inspire and support every child's learning journey.



We place strong emphasis on **well-being, safety, and respect**, ensuring that all children feel valued, supported and ready to embrace new challenges. We celebrate diversity and cater to a wide range of needs, including specialist support provision, so that every child can thrive both academically and personally. Our friendly and dedicated staff work closely with families and the wider community to nurture a positive learning environment where children flourish.

Main Responsibilities (see attached job description for further details):

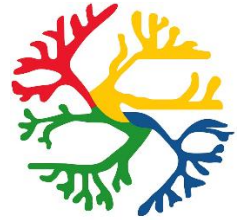
- To promote the highest standards within the administrative function of the academy
- Line managing administrative staff
- Manage financial processes within academy, in line with the expectations of the Academy Trust
- Assist with all the planning and development of support services

What we offer you:

- A friendly, dedicated staff team who believe in teamwork and building positive relationships across the academy, the Trust and in the local community.
- High quality development programme with induction programmes for all new staff.
- Excellent CPD opportunities
- Annual conferences with keynote speakers.
- Access to professional coaching.
- A supportive and collaborative working ethos, including support from the Trust's Central Executive Team and a range of experts, such as specialists in pupil welfare, SEND and behaviour.
- Access to Employee Assistance Programme including free counselling.
- Access to discounts through our Reward partner Perkbox.

At The Lighthouse Multi Academy Trust, we put children first, pioneering excellence and championing every child. All our academies, ranging from a small infant academy to large primary academies, work collaboratively, sharing resources and expertise. Find out more about The Lighthouse Multi Academy Trust and the location of our academies at: www.lhmat.com

If you are interested in this vacancy and would like to arrange a discussion with the academy, please contact postbox@lindens.lhmat.com. **Informal visits are encouraged on Thursday 17th September or Tuesday 22nd September at 4pm** – please call the academy Office on 0121 353 9273 once the academy reopens on 2nd September to book a place.



At The Lighthouse Multi Academy Trust, we take the wellbeing and mental health of our staff seriously which is why we are committed to regular reviews of staff well-being and reducing staff workload. We create bespoke career pathways for every member of staff, identifying and growing talent, with outstanding professional development opportunities at every stage of your career. We also have an Employee Assistance Programme with a range of resources to support wellbeing which is available to all employees and their immediate family members 24 hours a day, 7 days a week, 365 days a year.

Only those shortlisted for interview will be contacted. References will be requested for those shortlisted only and prior to interview. In line with [Keeping children safe in education 2025](#) online searches will be completed as part of the due diligence on shortlisted candidates, searching online content that is publicly available for inappropriate online content that may suggest that a shortlisted candidate may not be suitable to work with children, or that may harm the reputation of the academy. If any issues of concern come up in online searches, shortlisted candidates will have an opportunity to address these at interview. An Enhanced DBS certificate will be required on provisional offer, including a check of the Children's Barred List. Further vetting checks, in line with the requirements of [Keeping children safe in education 2025](#) will be completed following a provisional offer of appointment. Where applicable, if an applicant with a provisional offer of employment has lived and/or worked outside the UK, they will be required to obtain a Certificate of Good Conduct.

The Lighthouse Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks. Our academy Safeguarding Policy for one of our Trust academies is attached for reference.

Closing date: Friday 25th September at midday.

Interviews: Friday 2nd October