



Achieving excellence together

Welcome to The Mirfield Free Grammar where we are currently looking to appoint a new Office Manager across the school. This is an exciting time to join The Mirfield Free Grammar Journey as we begin a new chapter in our history, with The Great Heights Academy Trust.

Great Heights Academy Trust strives to always provide an inspirational, positive, and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm, and mutual respect.



Office Manager

CANDIDATE INFORMATION PACK

► Welcome

Dear Colleague,

I am delighted that you are considering the position of Office Manager at The Mirfield Free Grammar.

We are seeking to recruit an individual for our secondary school who has inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join the team as we embark on our exciting journey with the Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of The Mirfield Free Grammar. It is a privilege to lead such a fantastic school and a role I am extremely proud of.

We strongly believe The Mirfield Free Grammar has an inspirational, positive, caring, and welcoming environment, where all students can achieve their full academic, personal, spiritual, and social potential.

Everyone at The Mirfield Free Grammar strives to 'achieve excellence together' and this vision is embedded in 'THE MFG Character' across our school community.

We endeavour to create well-rounded, happy, and confident young people who are able to contribute positively within the community. I am a firm believer that THE MFG Character of Tenacity, Health & Happiness, Equity, Morality, Flourish, Generosity are the most appropriate foci to enable our students to achieve this.

We look forward to reading your application, best of luck to all.

Yours sincerely

Mrs Alexandra Fuller
Principal



Overview of the Position for The Mirfield Free Grammar

The Mirfield Free Grammar are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students at all levels.

About the Trust

The Trust currently comprises of seven primary schools; three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Niels Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.



▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

▶ We aim to

- ✔ Develop an effective partnership of schools that share a commitment to raising standards.
- ✔ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✔ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✔ Share expertise – both best practice and best practitioners.
- ✔ Develop all teachers and leaders through effective professional development.
- ✔ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

▶ Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Entuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



GREAT HEIGHTS
ACADEMY TRUST

Achieving excellence together



BOWLING GREEN
ACADEMY



CARLINGHOW
ACADEMY



COLNE VALLEY
HIGH SCHOOL



MARSDEN
JUNIOR SCHOOL



NIELDS
ACADEMY



RAYNVILLE
ACADEMY



THE GREETLAND
ACADEMY



THE MIRFIELD
FREE GRAMMAR



WEST VALE
ACADEMY

English Hubs

Teamworks English Hub
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Great Heights
Research School
West Yorkshire



AA Teamworks
WEST YORKSHIRE SCITT

JOB DESCRIPTION

Position: Office Manager

Pay range: Grade 8 (scp 19-22)

Hours of work: 37 hours per week, term time plus 15 days

Responsible to: Principal

Prime Objectives of the Post

To lead the administrative functions of the school, ensuring efficient and effective office operations in line with the values and expectations of Great Heights Academy Trust. The role also includes providing high-level personal assistant support to the Principal, contributing to the smooth running of the school and supporting its strategic priorities.

Statutory Requirements

It is aligned to the [Local Government Terms and Conditions](#), set out in the statutory guidance.

Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

Main Duties and Responsibilities

1. Office Management

- 1.1 Manage the day-to-day operations of the school office, ensuring a professional and welcoming environment for all stakeholders.
- 1.2 Supervise and support administrative staff, including performance reviews and training.
- 1.3 Maintain accurate pupil and staff records using Trust-approved systems (e.g., Arbor, CPOMS).
- 1.4 Ensure compliance with Trust policies, GDPR, and safeguarding procedures.
- 1.5 Coordinate school communications including newsletters, website updates, and correspondence with parents/carers.
- 1.6 Organise school events, meetings, and hospitality in collaboration with the wider school team.
- 1.7 Support with transition.
- 1.8 Ensure accurate tracking of whole staff compliance with statutory training
- 1.9 Maintain and regularly update the school's Single Central Record (SCR) to ensure compliance with safeguarding and statutory requirements
- 1.10 Support audits and inspections by ensuring SCR documentation is organised, accurate, and readily accessible
- 1.11 Manage and update the school's social media accounts with relevant, engaging, and timely content
- 1.12 Promote school events, achievements, and key messages to enhance the school's profile and community engagement
- 1.13 Ensure all content aligns with school policies, safeguarding guidelines, and branding standards



- 1.14 Act as a designated First Aider, providing immediate care to students and staff, and overseeing the day-to-day operation of the school medical room.
- 2. PA to the Senior team (Deputy Principal, Principal and Executive Principal)**
- 2.1 Provide confidential and proactive administrative support to the Executive Principal, including diary management, meeting preparation, and minute-taking.
- 2.2 Act as a key liaison between the Principal/Executive Principal and internal/external stakeholders, including the Trust Central Team and Governors.
- 2.3 Draft correspondence, reports and presentations on behalf of the Principal/Executive Principal.
- 2.4 Support the Principal/ Executive Principal in monitoring school improvement plans and Trust-aligned priorities.
- 3. Admissions Management**
- 3.1 Manage all aspects of the admissions process from initial enquiry to enrolment.
- 3.2 Process applications in accordance with school and local authority policies.
- 3.3 Organise and conduct school tours, open days, and induction events.
- 3.4 Maintain accurate and up-to-date admissions records and databases.
- 3.5 Act as the first point of contact for prospective parents and students.
- 3.6 Liaise with the local authority regarding in-year and Year 7 admissions.
- 3.7 Communicate effectively with internal staff, including Heads of Year and SENCO, regarding new admissions.
- 3.8 Assist in the development of promotional materials and digital content related to admissions.
- 3.9 Support the school's outreach and engagement strategies to attract prospective students.

General

- To uphold the Nolan Principles of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.
- The post holder will also be expected to undertake any professional duties of the CEO/Principal as required.
- The post holder is responsible, alongside the Strategic designation boards, core staff and key stakeholders, for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.
- This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people, and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Notes

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but



does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post.

It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out in the foregoing.



Person Specification: Office Manager

Key to identification: A = Application I = Interview R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
Education to GCSE or equivalent, including GCSE (A-C/Level 4 in Maths and English)	✓		A/I
Relevant professional training or development	✓		A/I
Business or Administration qualification		✓	A/I/R
Evidence of accredited learning relevant to the post		✓	A/I
Experience	Essential	Desirable	A/I/R
Experience of working in an office environment at a senior level	✓		A/I/R
Experience of Microsoft Office 365 including Word and Excel	✓		A/I/R
A minimum of 3 years' experience in an administrative or secretarial field		✓	A/I/R
Experience of using school systems		✓	A/I/R
Experience of managing others or leading a team	✓		A/I/R
Experience of liaison with external agencies		✓	A/I/R
Experience of analysing/preparing data and report writing	✓		A/I/R
Knowledge and understanding	Essential	Desirable	A/I/R
Knowledge of procedures and regulations relevant to leading an admin function	✓		A/I/R
Knowledge of developing ICT systems to improve administrative systems	✓		A/I/R
Well-developed organisational, decision making, problem solving, time management and prioritisation skills	✓		A/I/R
Warm and approachable manner and the ability to relate to a wide range of staff, pupils and visitors	✓		A/I/R
Awareness of the importance of confidentiality and data protection	✓		A/I/R
Awareness and understanding of safeguarding responsibilities of all adults who work with children	✓		A/I/R
Skills and abilities	Essential	Desirable	A/I/R
Ability to organise, lead and motivate staff	✓		A/I/R
Ability to prioritise and work to tight deadlines whilst retaining professional composure	✓		A/I/R
Ability to work on own initiative and as part of a team	✓		A/I/R
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required	✓		A/I/R
Flexible and resilient	✓		A/I/R



Excellent interpersonal skills demonstrating the ability to relate well to pupils, parents, staff and governors	✓		A/I/R
Ability to set standards and provide a role model for others	✓		A/I/R
Able to deal sensitively with people and resolve conflicts	✓		A/I/R

► Reasons to work at The Mirfield Free Grammar / Great Heights Academy



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

