

Active
Learning
Trust

Candidate Pack
Office Manager
November 2025



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Dear applicant



Thank you for your interest in joining the Active Learning Trust. I know that choosing where to build your career is a big decision, and before I share the details of the role, I want to tell you why this is such a special place to work.

At ALT, we do things differently. We are a values-led organisation that believes our people are our greatest strength. We invest deeply in the adults who work with us, because when we help our colleagues grow, our pupils thrive. Ours is a community built on trust, care and ambition – where every member of staff is encouraged to discover their strengths, take opportunities, and know that their work is shaping brighter futures for the children in our care.

We don't see education as just a system; we see it as a moral mission. Every day, our staff bring energy, compassion and commitment to their roles, united by the belief that every child deserves the very best. We stand alongside you with high expectations, professional development, and unwavering support so that together we can achieve extraordinary things.

If you share our values and our passion for making a difference, we would be delighted to hear from you. I look forward to the possibility of welcoming you into our Trust – a place where people matter, potential is nurtured, and purpose drives everything we do.

With warm regards,



Lynsey Holzer
Chief Executive Officer

Active Learning Trust

Overview

Our multi-academy Trust was originally established in 2012 and is currently made up of 1,600 staff across 19 schools in Cambridgeshire and Suffolk, serving nearly 8,500 young people and their families. Our shared Trust mission of delivering excellence to ensure our young people can thrive and prosper is at the heart of everything we do.

Our trustees fulfil their duties through our Trust Leadership Team, which includes our central team and school leadership teams, working together as one unified organisation with joint accountability. We have an established central team that is not only knowledgeable but also driven by an imperative to deliver the very best for the young people in our care.

At Active Learning Trust, we are restless for excellence and improvement so that our children can thrive and prosper. Deeply rooted in the heart of our communities, people choose to join our trust because we make a difference. We explore the art of the possible to find the right solutions for our children, our people and the wider education sector.

Our Team

Our team is made up of experts across all specialist areas, including education, finance, HR, communications and marketing, estates, governance, procurement, data and IT. Their skills allow us to deliver shared savings and, more importantly, provide essential services to schools, enabling school-based leadership to focus on improving outcomes for pupils in the broadest sense.

- We know our schools exceptionally well and we offer both honest reflection and evaluation of our strengths and areas for improvement.
- We have clear and appropriate plans for continuing to improve the quality of education and pupil achievement.
- We encourage and celebrate the individual characteristics of each of our schools and provide them with a good balance of autonomy central oversight and accountability.

Our Values

At the heart of our Trust are five core values that shape our culture and guide every aspect of our work. They influence our interactions, decisions and strategic direction, and they unite our school communities.



I aspire, we achieve



We're curious, creative and bold



A family, not a house share



Comfortable being candid



Humour, humility, humanity



“

ALT has put a lot of work into developing genuine shared values which you can see starting to come through all the schools. This feels very powerful. Despite the geographical distance between schools, there is real sense of the greater good with school leaders constantly supporting one another where needed. It is a particular privilege in my role to be able to identify and spread excellent classroom practice from school to school. People in this Trust are happy, and there is a widespread feeling of exciting times ahead.

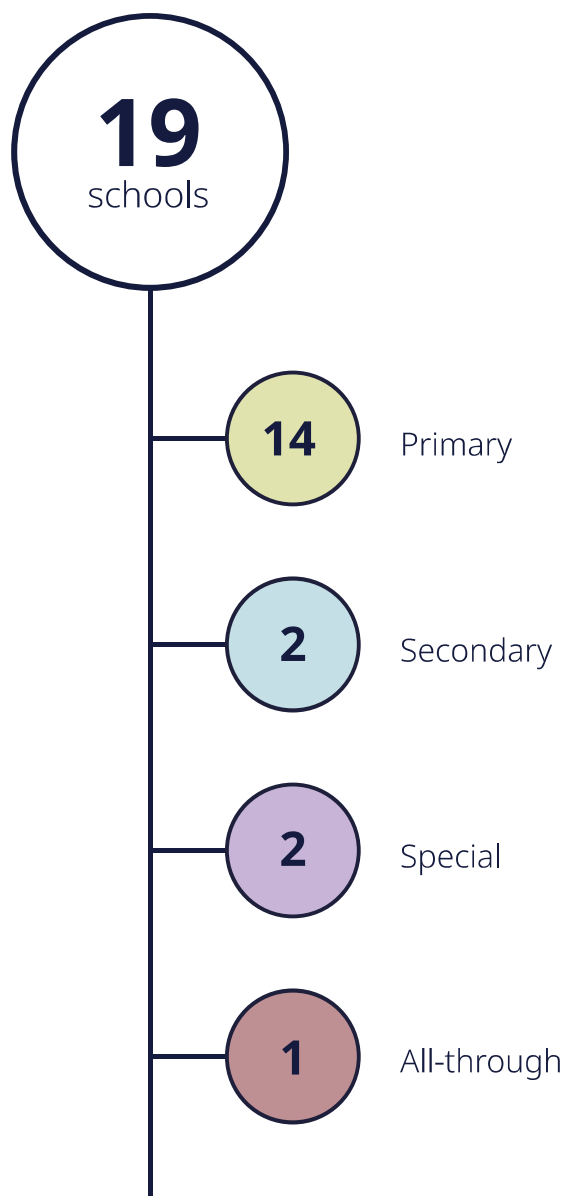
Lisa Corby
Academy Improvement Lead

Our Schools

Active Learning Trust encompasses 19 schools – eight in Cambridgeshire and 11 in Suffolk – including two special schools, two secondary schools, one all-through school and 14 primary schools. Of these, one special school and four primaries converted to academy status, while the remaining 13 operate as sponsor-led academies. Four of our schools opened as new establishments, gradually increasing their pupil intake year by year.

Our schools fall naturally into three designated geographical sub-regions – Ipswich, the Lowestoft area, and mid Cambridgeshire. This allows the Trust to apply so-called ‘hub’ level school-to-school support and collaborative working along with other mutually supportive arrangements. The synergy this creates has become a key way of working for Active Learning Trust teams and continues to develop further over time.

- The proportion of disadvantaged pupils in the Trust is above that found nationally.
- The proportion of pupils with an Education Health Care Plan is in line with national averages.
- The proportion of our pupils with Special Educational Needs and/or Disabilities and who speak English as an additional language are below national average.



Job Vacancy

Office Manager

Play a key role in our school community — supporting staff, pupils, and families as Hillside Primary School's Office Manager.

Hillside Primary School is looking for an organised, proactive, and approachable Office Manager to join our friendly and supportive team. You will play a key role in ensuring the smooth running of the school, managing administrative processes, supporting staff, and providing a welcoming point of contact for pupils, parents, and visitors. The ideal candidate will be confident, efficient, and able to manage a busy school office while maintaining a positive and professional approach.

Summary of Key Responsibilities

- Manage the day-to-day running of the school office efficiently and professionally.
- Maintain office systems, supplies, and equipment to ensure smooth operations.
- Support school leaders with HR, payroll, and compliance-related tasks.

Our People-First Philosophy

At Active Learning Trust, Everyone is valued in their role, and we make sure that the right people have the right opportunities to find their purpose and progress within our Trust. Guided by our values of open dialogue, bold thinking and supportive teamwork, we put our staff's growth and wellbeing at the heart of everything we do – so that they can focus on making a real difference in our schools and our communities.

Why Join Our Trust?

- Belong to a compassionate and inclusive trust that values you and the role you play.
- Join an experienced group of people that are fully dedicated to delivering the best for our children.
- Gain access to our VivUp employee benefit system, Cycle to Work scheme and local government pension.

Contact

If you wish to discover more about this exciting opportunity, then please contact Lucy Wass, Headteacher at: l.wass@hillsideprimary.co.uk.



**Hillside
Primary
School**

Location

Ipswich, Suffolk

Contract

Permanent, 37 hours per week, 40 weeks per year

Salary

ALT Grade G
£24,719.11-£30,245.81

Job description

Office Manager

Salary: ALT Grade G

Academy Site: Hillside Primary School

Reporting to: Headteacher

Main purpose

To ensure the provision of efficient and effective administrative and clerical support to the school. To be responsible for the day-to-day management of the school office. Responsible for all administrative, financial, and organisational processes within the school, always maintaining confidentiality, as well as assisting with HR processes.

Duties and responsibilities

- To have overall responsibility for all work undertaken by the office staff and allocate and monitor workloads. Be responsible for ensuring they carry out their duties efficiently and to a high standard
- Ensure the smooth and effective running of the school office, including answering telephone calls and office emails. This includes dealing with complex enquiries or difficult visitors/callers.
- Manage manual and computerised record/information systems including those used for personnel, finance, and pupil information, ensuring they are up-to-date and accurate
- Manage pupil attendance in line with the school/Trust attendance procedure
- Manage pupil exclusions/suspensions
- Manage pupil admissions procedures including new starters, the transfer of leavers, and the maintenance of pupil records
- Complete the School Workforce Census/Census
- In conjunction with the Active Learning Trust People Team, manage staff recruitment processes in line with best practice including arranging interviews, pre-employment checks, and collating documentation
- Manage staff contracts/absence/payroll through the Trust HR and payroll system
- Ensure the School Central Record is accurate and up to date
- Coordinate and arrange cover for absent staff under the direction of the Headteacher
- Monitor access to all confidential material within the office area
- In conjunction with the Active Learning Trust Central Finance Team, manage financial administration procedures as required

- Line manage administrative staff, including reviewing performance, monitoring professional development and training needs, ensuring the probation procedure for new office staff is fully and correctly implemented
- Ensure that visitors are welcomed and managed according to safeguarding and other policies and procedures.
- Ensure that the Reception Area maintains a welcoming, informative, and calm environment at all times for pupils, staff and visitors.
- Ensure the school prospectus and website are kept up to date
- To prepare draft letters and reports on behalf of the Headteacher or Senior Leadership Team as required
- Prepare papers for, convene, and organise the minuting of meetings for the Headteacher and Senior Leadership team.
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes

Generic responsibilities of all Active Learning Trust employees

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed annually in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, 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 Trust at the reasonable discretion of the Reports to Manager.

Person Specification

Office Manager

E = Essential / **D** = Desirable

Qualifications & Training		
NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards) or relevant experience	E	
Experience		
Previous experience of working in a busy office environment at a senior level	E	
Organising, managing, and motivating other staff		D
Developing, managing, and operating clerical/administrative/financial and organisational systems		D
Working with children or young people		D
Assisting with school finances and budgets		D

Skills and Knowledge		
General knowledge of financial regulations		D
Excellent attention to detail including excellent communication skills, both written and oral	E	
Excellent literacy and numeracy skills	E	
Competent use of IT packages including word processing, spreadsheets, computerised accounting systems and school MIS systems		D
Ability to plan, organise and prioritise	E	

Understanding of data protection and confidentiality	E	
Understanding of safeguarding		D

Personal Qualities		
Embodies of the Active Learning Trust's values: <ul style="list-style-type: none"> - I aspire, we achieve - We're curious, creative and bold - A family, not a house share - Comfortable being candid - Humour, humility, humanity 	E	
Commitment to uphold the seven principles of public life (the Nolan principles) at all times	E	
Commitment to maintaining confidentiality at all times	E	
Ability to work under pressure and prioritise effectively	E	
Commitment to always maintaining confidentiality	E	
Ability to embrace change	E	
Able to deal with difficult situations effectively	E	
Equal Opportunities		
Commitment to inclusion, equality and diversity	E	
Safeguarding		
Commitment to safeguarding and promoting the welfare of children and young people.	E	

Application Process

How to Apply

You can browse and apply for all Active Learning Trust vacancies by clicking the link below to access our recruitment platform. Once you have found the corresponding vacancy, click on the 'Apply Now' button to begin your application. You can save your application and return to it at any time. Please ensure you have completed and submitted your application before the deadline shown on the job advert.

[View current vacancies](#)

Hints and Tips

To increase the chance of your application being considered for the role, please follow these steps:

- Use the Person Specification document to write your application. Consider using the headings and give examples where possible.
- Check for punctuation and grammar errors.
- Ensure your first referee is from your current or most recent employer. If you are employed within a school or academy, ensure you list your Headteacher as your first referee.
- All gaps in employment history must be explained. This should start from the date you left full-time education, including the summer holiday.



Useful Information

As an equal opportunities employer, we welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

The Active Learning Trust reserves the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject to pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance in line with the need to create and maintain a safe culture. Please be advised that references may be requested prior to interview for roles within our academies, where permission has been given to do so via MyNewTerm.

Candidates are advised that, if shortlisted for interview, they will be subject to an online search of information in the public domain.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

