



**TAPESTRY  
LEARNING  
PARTNERSHIP**

JOB OPPORTUNITY

## Office Manager

Castle View Primary School and Nursery,  
Matlock

Permanent

37 hours per week, 42 weeks per year

Pay Scale 5: £26,915 - £29,170 pro rata (£28,931 - £31,356 FTE)

### Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes. Now, we are looking for a passionate and committed Office Manager to play a vital role in supporting this vision at Castle View Primary School and Nursery in Matlock, Derbyshire.

### About the Role

This is more than an administrative position; it's an opportunity to make a real difference. You'll play a pivotal role in supporting the school's leadership, making sure everything runs seamlessly so our Headteacher and Senior Leaders can focus on transforming students' lives.

Your responsibilities will include:

- Providing high-level administrative and organisational support
- Coordinating meetings for the Headteacher and Senior Leadership Team
- Managing communications and enquiries with professionalism and care
- Liaising with staff, students, parents, carers and visitors to uphold our welcoming ethos

### Who We're Looking For

We're looking for a dynamic Office Manager who thrives in a fast-paced environment and brings exceptional organisation, attention to detail, and a warm, professional presence. You'll lead our front-office team, keep systems running smoothly, and ensure every pupil, family, and visitor receives an outstanding first impression. You'll need to be confident using school systems, quick to solve problems, great at juggling priorities, and calm under pressure. Strong communication, team leadership, and a proactive mindset are essential, along with a commitment to safeguarding and high standards.

If you're someone who brings energy, efficiency, and positivity to everything you do, we'd love to hear from you.

### About Castle View Primary School and Nursery.

At Castle View Primary School and Nursery, we seek to provide the highest standard of education for all pupils in our care. We strive to instil in our pupils an enjoyment and thirst for learning so that they can fulfil their potential.

Castle View Primary School is an inclusive, caring school where every child matters, we recognise that all children have talents and abilities to celebrate, and a part of our role is to help them discover and develop these. We encourage a strong community spirit, where we show consideration and respect for each other; understand differences, and uphold kind, well-mannered behaviour.

Our school vision 'Exceeding Expectations, Raising Aspirations' embodies our whole school values. We want our children to have high aspirations and to believe in themselves. We will ensure that all our children learn effectively, not only so they achieve as well as they can right across the curriculum, but also so they learn about themselves and others. We will do all we can to ensure our pupils are confident, aspirational and empowered to participate successfully at an academic, social and emotional level in a rapidly changing world.

We value the partnership that exists between parents, children, staff and governors and strongly believe that by working together we ensure the children at our school experience the best possible start in life.

## Why Join Tapestry?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their preemployment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this, please call 01629 582699

Further details about our school can be found on our website [www.castleviewmatlock.com](http://www.castleviewmatlock.com)

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

**Closing Date:** 14th June 2026

**Interview date:** 18th June 2026

**Potential Start date:** ASAP

# JOB DESCRIPTION

<b>Post Title:</b>	Office Manager
<b>Reporting to:</b>	Headteacher
<b>Grade:</b>	Scale 5
<b>Disclosure Level:</b>	Child Workforce - Enhanced, Children's Barred List

## Purpose of the Post

The Office Manager plays a central role in the smooth and efficient running of the school's front office. They are the first point of contact for pupils, parents, visitors, and colleagues, ensuring a warm, professional, and welcoming reception environment. The postholder oversees day-to-day administrative operations, supports the Senior Leadership Team, and ensures that all office functions run to a high standard.

## Key Duties and Responsibilities

### Administrative Leadership

- Lead, manage, and support the office and reception team, ensuring high standards of customer service and professionalism.
- Allocate tasks, monitor workloads, and oversee performance and training needs.
- Promote a positive, collaborative working environment.

### Reception and Front-of-House Duties

- Provide a warm, professional welcome to all parents, pupils, visitors, and contractors.
- Manage all reception functions, including signing in and safeguarding procedures.
- Handle incoming calls, emails, and face-to-face enquiries promptly and courteously.
- Maintain a calm, organised and welcoming reception area.

### Pupil Records & Management Information Systems

- Maintain accurate and up-to-date pupil records, ensuring compliance with data protection and safeguarding requirements.
- Oversee the operation and maintenance of the school's Management Information System (MIS).
- Lead on statutory data collections, including completion and submission of the school census.
- Support staff with correct use of MIS systems and ensure data is entered consistently and accurately.

### Attendance Management

- Oversee attendance administration and ensure daily procedures are followed.
- Work with pastoral staff and senior leaders to monitor attendance trends and ensure accuracy of data.
- Support communication with parents regarding attendance where required.

## Admissions

- Coordinate all aspects of pupil admissions, in-year transfers, and leavers.
- Maintain accurate admissions records in line with statutory guidance.
- Provide clear, friendly communication to families throughout the admissions process.

## HR Administration

- Support recruitment processes.
- Maintain staff personnel files in line with GDPR requirements.
- Maintain the school's single central record.

## Finance & Administration

- Undertake routine financial administration, including processing orders.
- Maintain accurate records to support finance and audit requirements.
- Manage office resources, stock, and procurement.

## Supporting Safeguarding & Pupil Safety

- Uphold all safeguarding policies and ensure the office team follows them.
- Ensure all visitors comply with safeguarding procedures, including ID checks and supervision requirements.
- Maintain confidentiality and handle sensitive information with care and professionalism.
- Support medical and first aid arrangements and maintain relevant records.

## School Events & Operational Support

- Organise and coordinate all aspects of school events such as parent evenings, open days, community events, and celebrations.
- Provide logistical support to staff for meetings, assemblies, and school functions.
- Assist with school communication channels, including newsletters and email/text systems.

## Marketing, Communications & Online Presence

- Support the school's marketing and promotional activities.
- Maintain the school's website, ensuring information is accurate, compliant, and engaging.
- Promote the school through social media channels in line with Trust policies and safeguarding guidance.
- Contribute to the development of high-quality materials that reflect the school's values and achievements.

## The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

## Person Specification

Post requirements	Essential	Desirable	Evidence and Assessment
<b>Qualifications</b>			
Hold a minimum level 3 business related qualification or equivalent	✓		Application form, certificates
Be educated to GCSE or equivalent, including English and Mathematics	✓		Application form, certificates
<b>Experience</b>			
A wide range of administrative experience in various sectors and a multi-faceted role	✓		Application form, interview, references
Senior administrative experience working with executives		✓	Application form, interview, references
Excellent data accuracy skills and proficient user of Microsoft Office applications including Excel	✓		Application form, interview, references
Have experience of handling financial matters (collecting, balancing and banking)		✓	Application form, interview, references
Have experience of working within the education sector		✓	Application form, interview, references
Knowledge of manipulating system based databases		✓	Application form, interview, references
<b>Skills</b>			
Have an ability to maintain accurate records	✓		Application form, interview, references
Demonstrate a proven ability to work to a high level of accuracy with attention to detail at all times	✓		Application form, interview, references
Demonstrate an ability to use spelling, punctuation and grammar correctly	✓		Application form, interview, references
Excellent negotiation skills	✓		Application form, interview, references
Demonstrate a professional and confident approach to work	✓		Application form, interview, references
Have an ability to maintain appropriate confidentiality in line with the Data Protection Act	✓		Application form, interview, references
Demonstrate a strong commitment to developing own skills	✓		Application form, interview, references

Demonstrate the ability to organise yourself and others effectively and efficiently	✓		Application form, interview, references
Have an ability to work to deadlines	✓		Application form, interview, references
Have an ability to prioritise tasks	✓		Application form, interview, references
Demonstrate an ability to work on your own initiative and with minimal supervision when required	✓		Application form, interview, references
Demonstrate a problem-solving approach to tasks	✓		Application form, interview, references
Be prepared to work flexibly with other staff or alone when required	✓		Application form, interview, references
Maintain good working relationships with others by use of effective interpersonal skills	✓		Application form, interview, references
Demonstrate honesty and integrity in the performance of duties	✓		Application form, interview, references
Be able to maintain a high level of interaction with members of the Senior Leadership Team	✓		Application form, interview, references
Demonstrate an ability to adapt to a constantly changing and growing environment	✓		Application form, interview, references
Be friendly and approachable	✓		Application form, interview, references
Have an ability to work flexibly and outside of normal school hours when reasonably required to do so	✓		Application form, interview, references
<b>Personal Qualities</b>			
Belief in the values and behaviours of Tapestry Learning Partnership	✓		Application form, interview, references
Evidence of continuing professional development	✓		Application form, interview, references
Commitment to equal opportunities and diversity in the performance of duties	✓		Application form, interview, references