



## Job Advert Office Manager

<b>Location:</b>	Moorcroft Wood Academy, Bull Lane, Bilston, WV14 8NE
<b>Contract Type:</b>	Permanent
<b>Contract Term:</b>	Term time plus one week (39 weeks) 37 hours per week
<b>Grade/Salary:</b>	G6 Point 15-23 £25,824 - £29,617 (Actual)
<b>Closing Date:</b>	Wednesday 8 <sup>th</sup> July 2026 at 9am
<b>Start Date:</b>	Tuesday 1 <sup>st</sup> September 2026
<b>Positions Available:</b>	One
<b>Interview Date(s):</b>	TBC

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### 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 Schools
- A uniquely developed Forest School
- 1 Additionally Resourced Provision
- 2 Special Resourced Provision (SRP's)
- A school with the only Crown Bowling Green in England.

*Our Ethos: Together, we shine brightly- lighting the way with ambition, blazing a path towards a brighter future for all.*



## About this Role

The Lighthouse Multi Academy Trust are looking for an **Office Manager** to join Moorcroft Wood Academy.

This is a key role within our wonderful school. You will need stand out communication skills, be able to interact positively with all stakeholders; that naturally includes our lovely pupils. We are seeking a highly adaptable, resilient, flexible, very competent, hardworking and committed candidate, with extensive experience of working in a busy School Office environment. To be successful you must be professional, efficient and self-motivated; able to prioritise and multi task.

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

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

At The Lighthouse Multi Academy Trust, we put children first, pioneering excellence and championing each and every child. All our academies, ranging from a small infant school to large primary schools, 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](http://www.lhmat.com)

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.

### What we offer you:

- A friendly, dedicated staff team who believe in teamwork and building positive relationships across the school, the Trust and in the local community.
- High quality development programme with induction programmes for all new staff.
- Excellent CPD opportunities

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- 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.

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 school. 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.