

Office Manager

To start on 1 September 2026

Full time, 39 weeks a year to include 38 weeks of term time

The postholder will be required to occasionally stay for after school events

Hours: 37 hours per week, Monday to Friday

Salary range: £32,957 - £37,280 per annum

Actual salary: £27,945-£31,960 per annum

This is a fantastic opportunity to take on a busy, varied and rewarding role at the heart of Light Hall School. As Office Manager, you will be central to the smooth running of school life, helping to create a welcoming, professional and highly organised environment for students, parents, staff, visitors and the wider school community.

This role would suit someone who enjoys being at the centre of a busy school environment, bringing people, processes and priorities together so that the day runs smoothly. You will help lead a professional, welcoming and responsive office team, supporting Business Support Assistants in the main office to provide an excellent service for the whole school community.

Working closely with the Executive Assistant to the Headteacher and Governance Professional, you will be trusted to support a wide range of important school priorities, from communication and organisation to governance-related administration. This is a varied role where your calm approach, attention to detail and ability to keep things moving will make a real difference every day.

We are looking for a confident, proactive and highly organised individual who will bring professionalism and a solution-focused approach to this important post. You will have excellent attention to detail, strong communication skills and the ability to build positive relationships while maintaining high standards in accordance with the school's ethos and values.

The role offers the opportunity to be involved in a broad range of school activity, including supporting key administrative processes. You will be a key link for parents, carers, colleagues and other stakeholders, helping to ensure that information is handled carefully, priorities are understood and the office remains a calm, organised and effective hub for the school.

In return for your experience, commitment and enthusiasm, we can offer you:

- The opportunity to be part of our supportive and inclusive Light Hall family;
- Induction, ongoing support and a range of staff benefits including local government pension with generous employer contribution and free employee wellbeing services such as free physiotherapy and chiropractor sessions, GP consultations for staff and their children 24 hours a day, 7 days a week worldwide and flu jabs.

You can find out more about this role by:

- visiting our school website www.lighthall.co.uk to download a candidate pack and application form.
- visiting the school – to arrange a visit, please contact Anna Williams, HR, Cover and Office Manager on 0121 746 5060 or email HR@lighthall.co.uk

Closing date: **9.00am on Monday 6 July 2026** (we reserve the right to close this advert earlier if we receive sufficient applications for the role. Therefore, please submit your application as early as possible).

We look forward to hearing from you.

This post involves working in regulated activity with children. Light Hall School is committed to safeguarding and promoting the welfare of all children and young people and expects its staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Safeguarding checks in accordance with Keeping Children Safe in Education are required for shortlisted candidates which include self-declaration of criminal record and online searches. An enhanced DBS check and safeguarding checks in accordance with Keeping Children Safe in Education are required for successful candidates. This post carries safeguarding responsibilities in line with our child protection policy as detailed in the job description and person specification. Light Hall School is committed to safeguarding the welfare of all children and young people and expects its staff to share this commitment. An enhanced DBS check is required for all successful candidates.

'The best from everyone, all of the time'

