



**Steel City**  
Schools Partnership

Recruitment information  
for the position of

**Office Manager**  
**Windmill Hill Primary**



## **Office Manager**

**The Trustees of Steel City Schools Partnership are looking to recruit a permanent Office Manager to start as soon as possible.**

**The working pattern is 37hrs per week / 41 weeks per year.**

### **Salary information – pay award pending**

Grade 5, £30,024 - £32,597 (pro rata)

Actual part time salary £27,149 - £29,476

### **Our Vision and Ethos**

Our determination to make a difference is rooted in moral purpose, we want to improve outcomes and life chances for young people. This is manifested in everything we do:

**To provide an excellent education for all.  
Achieving Excellence; Sustaining Excellence; Sharing Excellence**

Windmill Hill serves the Burncross / Chapeltown area in north Sheffield. Our vision is that Windmill Hill will be an exceptional school where pupils, staff, parents/carers and governors work together to ensure that every child becomes happy, confident, inspired, and enthusiastic, with the life skills necessary to become responsible citizens and to reach their full potential.

High academic and personal standards are promoted throughout the school and both children and staff stand by our four golden rules of **Be Ready, Be Respectful, Be Kind, Be Your Best!** These rules allow every child to feel valued, supported and encouraged to give their very best in a wide range of inspirational learning opportunities delivered across our curriculum.

### **Expectations:**

Windmill Hill Primary is looking for an enthusiastic team player who can work under pressure in a busy school office.

The main focus of this post is to ensure the school has an efficient and effective administration service. You will be responsible for undertaking administrative, financial and organisational processes within the school under the direction and with the support of the Trust Central team.

**Applicants should:**

- Have excellent communication and interpersonal skills with children and adults
- Have the ability to communicate effectively with parents and carers who may not have English as their first language
- Be able to work within tight deadlines and cope well under pressure
- Be able to work well independently and use their initiative when completing tasks
- Have competent levels of literacy, numeracy and IT skills
- Be flexible
- Have good organisational skills
- Be highly motivated and hard working
- Be committed to providing an excellent administrative service in their own Academy and across the Trust.

**We expect the successful candidate to work within our collaborative spirit and ethos, by building on the successes of the individual schools by working in conjunction with others to raise standards and enhance the outcomes for the pupils, families and communities we serve.**

**Application Information:**

We welcome informal discussions with prospective applicants. Please email [msomerville@scsp.org.uk](mailto:msomerville@scsp.org.uk) to arrange a telephone call to discuss the role further.

To arrange a visit please contact the school on **0114 2468550**

**Closing date: 6<sup>th</sup> July 12 noon**

**Interview Date / Process: to be confirmed**

**The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.**

**The successful candidate will be required to undertake an enhanced Disclosure and Barring Check in line with the Rehabilitation of Offenders Act (ROA) 1074 (Exceptions) Order 1975 and the Police Act Regulation.**

## JOB DESCRIPTION FOR POST OF OFFICE MANAGER

The postholder must, at all times, carry out his/her duties and responsibilities within the spirit of Steel City Schools Partnership and School policies and within the legislative framework applicable to academies.

RESPONSIBLE TO	Chief Officer Operations / Headteacher
RESPONSIBLE FOR	Other administration staff
PURPOSE OF JOB	<p>Under the guidance of senior staff:</p> <ul style="list-style-type: none"> <li>• Be responsible for undertaking administrative, financial and organisational processes within the school.</li> <li>• Assist with the planning and development of support services.</li> </ul>
RELEVANT QUALIFICATIONS	<p>NVQ 3 or equivalent qualification, or experience in relevant discipline</p> <p>Very good numeracy / literacy skills</p>

### MAIN DUTIES AND RESPONSIBILITIES

#### 1. TASKS

##### **Organisation**

- Deal with complex reception / visitor etc. matters
- Contribute to the planning, development and organisation of support service systems / procedures / policies
- Assist with the organisation and administration of school trips / events etc.
- Supervise, train and develop staff as appropriate

##### **Administration**

- Day to day management of manual and computerised record / information systems
- Analyse and evaluate data / information and produce reports / information / data as required
- Undertake word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. SCC, DFE, ESFA
- Undertake the administration of Payroll systems

## **Resources**

- Operate relevant equipment / complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform / snack / other 'shops' within the school in accordance with Trust policy
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises in accordance with Trust policy
- Undertake complex financial administration procedures e.g transferring monies between budget headings, processing debits and credits, reconciling budgets
- Assist with the planning, monitoring and evaluation of budget
- Manage expenditure within an agreed budget in accordance with school policy and delegated levels

## **2. RESPONSIBILITIES**

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and ensure equal opportunities for all
- Contribute to the overall ethos / work / aims of the school and Trust
- Establish constructive relationships and communicate with other agencies / professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Any other duties and responsibilities appropriate to the grade and role.

ISSUE DATE: August 2026

## Person Specification: Office Manager

	Essential	Desirable	How Identified
Qualifications and Training	<ul style="list-style-type: none"> <li>• NVQ 3 in Business Administration or equivalent qualification in a relevant discipline (or working towards)</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of School Business Management</li> <li>• Further professional development</li> </ul>	Application form and qualifications check
Experience	<ul style="list-style-type: none"> <li>• Working in an office environment at senior level</li> <li>• Organising, leading and motivating other staff</li> <li>• Developing, managing and operating clerical / administrative / financial and organisational systems</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience of working in a school office environment</li> <li>• Managing staff</li> <li>• Experience in school finances and managing budgets</li> <li>• Analysing and evaluating data</li> </ul>	Application form, references and interview
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> <li>• Good knowledge of financial regulations</li> <li>• Excellent literacy / numeracy skills</li> <li>• Competent in the use of ICT packages including word-processing and computerised accountancy systems</li> <li>• Ability to use office equipment effectively</li> <li>• Communicates well orally and in writing at all levels</li> <li>• Able to plan, organise and prioritise</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school information and financial systems e.g. Arbor, PSFinancials or equivalent</li> </ul>	Application form, references and interview
Personal Qualities	<ul style="list-style-type: none"> <li>• Willingness to learn</li> <li>• Ability to work under pressure</li> <li>• Embraces change well</li> <li>• Deals with difficult situations effectively</li> <li>• Able to develop effective working relationships with all external partners</li> <li>• Empathy with the school and Trust ethos</li> </ul>		Application form, references and interview