



**LEARNING**  
ACADEMIES TRUST

**OFFICE MANAGER  
RECRUITMENT PACK  
HYDE PARK SCHOOLS**

**BELIEVE YOU CAN, TOGETHER WE WILL**

[www.learningat.uk](http://www.learningat.uk) 01752 914160 @ hr@learningat.uk

## About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

**Together we will...** work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

**Aspiration   Excellence   Collaboration   Inclusivity   Kindness   Respect**



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website [www.learningat.uk](http://www.learningat.uk)

## A message from our Chair of the Trust Board...

Thank you for your interest in joining Learning Academies Trust. Whether you are at the beginning of your career or bringing years of experience, we are delighted that you are considering becoming part of our community.



At Learning Academies Trust we are committed to providing outstanding education that prioritises our children's needs. Our Trust is proudly made up of 18 primary schools, each united by a shared belief in the power of education to transform lives. Central to our mission is a deep and enduring commitment to improving the life chances of disadvantaged children, and this shapes our strategic decisions and every aspect of our culture. We know that when a child is given the right support, challenge and care, there is no limit to what they can achieve—and every member of staff plays a vital role in making this a reality.

Our values— **Collaboration, inclusivity, kindness, and respect**—are at the heart of who we are. They guide how we work with one another, how we engage with our children, families, and communities, and how we face challenges and opportunities together. These values are grounded in our shared sense of **purpose, ambition, and care**, driving us to strive for excellence while nurturing a culture where every individual is seen, heard, and supported.

As a Trust, we believe in investing in our people. When you join us, you join a team that celebrates professional growth, encourages innovation, and places strong relationships at the centre of its work. We want every colleague to feel valued and empowered to make a meaningful difference.

If you share our ambition and feel inspired by our mission, we look forward to welcoming you. Together, we can continue to create exceptional schools where all children—and all staff—can thrive.

Mrs Debbie Taylor

## A message from our CEO...

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.



If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed [@learningatceo](#).

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk [hr@learningat.uk](mailto:hr@learningat.uk)

Mr Simon Spry

## About Hyde Park Primary School

Executive Headteacher: Mrs Yvonne Jones

Location: Hyde Park Road, Mutley, Plymouth, PL3 4RH

Approximate number of students: Infants 210 & Juniors 350

Approximate number of staff: 60



## Message from the Headteacher

We're thrilled to extend a warm welcome to potential team members who share our passion for nurturing young minds. Our mission is to empower pupils with the skills they need to thrive in a dynamic world.

At Hyde Park, we foster a culture of lifelong learning for both pupils and staff. Our motto 'To Strive for Excellence' reflects our commitment to unleashing potential. We invite you to embark on a journey where creativity, innovation, and teamwork are celebrated. In our inclusive and vibrant environment, we prioritise effort, cooperation, problem-solving, and leadership.

Learning takes centre stage in our school. We celebrate strengths while embracing new challenges, ensuring a comprehensive education. Safety, care, and love define our nurturing philosophy, paving the way for well-rounded development. We're dedicated to cultivating an environment where thinking and learning flourish, setting pupils up for a bright future as active members of society.

Join us in building a strong home-school partnership, a cornerstone of our success. We value collaboration and invite interested parties to join our community. Come be a part of Hyde Park Schools – where education meets inspiration!

We welcome visitors to the school and recommend that you experience the distinctive character and ethos of our school for yourself.

Yvonne Jones, Executive Headteacher, Hyde Park Infants' & Junior Schools

## Office Manager Job Description

<b>Terms of contract</b>	Permanent
<b>Grade</b>	E15
<b>Salary FTE</b>	£30,024
<b>Actual annual salary</b>	£25,809 – 28,021
<b>Hours/weeks OR FTE</b>	37 hours per week/39 weeks per year
<b>Closing date</b>	20 <sup>th</sup> April 2026
<b>Proposed interview date</b>	TBC

Anticipated start date	ASAP
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### Key Purpose & Anticipated Outcomes of Post

The Office Manager will work alongside the School Admin team to provide high quality and effective support to the Headteacher, by providing an efficient administrative and clerical function to enable the smooth running of the school. To lead with providing a high standard, professional and welcoming school Reception. To act as the principal liaison between the school and the Learning Academies Trust central team.

### Key Duties and accountabilities of the post

- To line manage and organise administrative staff in the school to ensure the smooth and effective running of the school office and all administrative and communicative systems.
- To ensure all members of the office staff present a positive image of the school to all staff, parents and visitors both internally and externally.
- To oversee the school MIS and ensure data held for pupils and staff on site is current and accurate at all times.
- To provide accurate financial, personnel and site information to the Trust's central teams to inform management decisions at both School and Trust level.
- To maintain confidentiality at all times.

### Administrative Lead duties:

- To develop and lead an office team that delivers high quality, consistent administrative systems, processes and working practices and meets the needs of the school.
- To ensure all office staff create a professional and welcoming reception for visitors and parents.
- To ensure office staff workloads are effectively managed, prioritised and monitored to meet relevant deadlines. To report to the Headteacher where there are difficulties in achieving or managing this.
- To oversee the administration of Staff CPD and keep records of this, especially regarding safeguarding.

### School Administration:

- To ensure the school office is kept tidy, organised and in good order at all times.
- To ensure all visitor checks and health and safety processes are in place to monitor entry in and out of the school site.
- To ensure all pupil and staff accidents are recorded and notified correctly, ensuring parents are communicated with where necessary in line with policies and procedures.
- To actively promote the school and nursery provision.
- To ensure the school newsletter is completed.
- To ensure the hot meals ordering and payment system is administered successfully.
- To oversee administration for the on-site nursery, before and after school provisions.

- To oversee the administration of all pupil related tasks including registers, admission & appeals, CTF file transfers, FSM, exclusion letters, holiday requests and School Census returns.
- To ensure the accurate collection and recording of all pupil data in Arbor.
- Develop and promote the school's social media platforms.

### **Governance:**

- To ensure a link is maintained with governors.
- To ensure reports are available for the Local Governing Body meetings as required
- Ensure Get Information about Schools (GIAS) is updated within the correct timescales.
- Liaise with Clerk to Governors and clerk to the Trust Board to ensure that the Register of Business Interest is kept up to date and is accurate at all times.

### **HR and Payroll:**

- To support the central HR team and be the first point of contact for Payroll queries and Core HR.
- To support the central HR team with the school's recruitment process, ensuring arrangements for interviews/school visits are managed.
- To provide induction and information for new staff as and when required.
- To maintain the school Single Central Record (SCR) and undertake regular checks to ensure information is up to date and relevant.
- To support the central HR team with the completion and submission of the Workforce Census Return.
- To complete staff absence spreadsheets and record staff absence into Arbor.
- Support LAT central teams with data collection for Gender Pay Gap reporting.
- To collate and forward to the central team all monthly payroll paperwork in line with deadlines and with regard to confidentiality at all times.

### **Finance:**

- Complete monthly finance checklist
- Raise orders and GRN goods in PS Financials
- Charge card & staff expenses spreadsheet/transactions submitted monthly
- All income is banked promptly
- Trips costed and income and expenditure monitored
- Oversee and monitor school debt e.g. school dinners, clubs and trips
- Remittance advices and electronic invoices to be forwarded promptly to the central finance team
- Liaise with Nursery manager and central finance team to ensure nursery termly headcount numbers are correctly monitored, places are maximised and regularly reviewed
- Liaise with central finance team to raise any sales invoices i.e. lettings income
- Support central finance team with timely submission of any paperwork required for the annual audit process

### **Premises:**

- To liaise with on site and central premises personnel regarding any on site work.
- To support the delivery of a central servicing and maintenance contract through clear communication and exchange of information.
- To co-ordinate onsite daily maintenance tasks to ensure site safety at all times.
- To ensure on site Health and Safety records and site logbooks are up to date and accurate.
- To act as the first point of contact for all school premises concerns, liaise with site, central premises and estates teams to ensure work completed satisfactorily and in a timely manner

### **Conduct**

- To act in a professional and confidential manner with all school information
- To promote the image of the school in all contact with the local and wider community

### **Safeguarding and Safer Recruitment**

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.
- To be aware of, and follow, the school's child protection policy ensuring children are safeguarded.

## PERSON SPECIFICATION

Area	Job Requirements		Evidence
Qualifications and Professional Development	<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent with a minimum pass in both Maths &amp; English GCSE or equivalent</li> <li>• A level or equivalent in Business Management</li> <li>• Finance/HR or Premises qualification</li> <li>• Safer recruitment training</li> <li>• Safeguarding training</li> <li>• Fire Training</li> <li>• First Aid Qualification</li> </ul>	<p style="text-align: center;">Essential</p> <p style="text-align: center;">Desirable</p> <p style="text-align: center;">Desirable Desirable</p> <p style="text-align: center;">Desirable</p> <p style="text-align: center;">Desirable Desirable Desirable</p>	A, C
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Sound working knowledge of Microsoft Word and Excel</li> <li>• Proficient in email</li> <li>• Knowledge or an interest in developing knowledge of school finance &amp; HR procedures</li> <li>• Able to undertake basic financial duties such as charge card/income recording and trip monitoring</li> <li>• Recent experience of working in a busy office environment, preferably a school environment.</li> <li>• Some supervisory or managerial experience</li> <li>• Knowledge of MIS, PS Financials, Arbor or similar systems</li> <li>• Knowledge/oversight of the recruitment processes</li> </ul>		A, I, R
Abilities & Skills	<ul style="list-style-type: none"> <li>• Ability to manage an administrative function</li> <li>• A strong understanding of IT and software packages and its potential for the organisation</li> <li>• Ability to interpret changes in legislation and regulations in the education environment</li> </ul>		A, I, R

Personal Attributes	<ul style="list-style-type: none"> <li>• Strength in attention to detail</li> <li>• Commitment to safeguarding and protecting the welfare of children</li> <li>• Excellent communication skills, both verbal and written</li> <li>• High quality interpersonal skills</li> <li>• Strong organisational skills and an ability to prioritise, manage demanding workloads and meet strict deadlines</li> <li>• Ability to work as part of a team, motivate others and maintain positive, professional relationships</li> <li>• A calm, courteous, flexible and professional approach, particularly when under pressure</li> <li>• Able to maintain confidentiality</li> <li>• To work in a busy environment and maintain efficiency</li> <li>• To be punctual, reliable and trustworthy</li> <li>• Able to demonstrate enthusiasm, be responsive to change and retain a sense of humour</li> <li>• Willingness to learn and develop both self and others</li> <li>• Smart and professional appearance</li> <li>• Willingness to be flexible with working hours to respond to the needs of the school.</li> </ul>	A, I, R
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**Key to Evidence:**

- A** Application Form and Letter
- C** Certificates
- I** Interview
- R** References

## Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

## Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

## How to apply

Please follow the link to complete our application form. Completed applications should be submitted prior to the closing date listed above.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like register your interest for future vacancies, please click the link on our careers page to join our Talent Pool.