



JOB OPPORTUNITY

Office Manager

Kensington Junior Academy, Ilkeston, Derbyshire

Permanent

37 hours per week, 39 weeks per year

Pay Scale 5: £28,197 - £30,559 pro rata (£28,931 - £31,355 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 Kensington Junior School in Ilkeston, 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 Kensington Junior Academy

Kensington Junior Academy is a welcoming, community-focused school with a proud history of over 140 years and a clear commitment to creating 21st-century citizens. Judged **Good by Ofsted**, the school is recognised for its strong sense of family, high expectations and excellent pastoral support. Guided by the values of the 5Cs *Collaboration, Creativity, Curiosity, Conduct & Care*, pupils are confident, respectful and proud to be part of the school community. As Office Manager, you will play a key role at the heart of the school, supporting its smooth

and efficient operation, building positive relationships with families and visitors, and contributing to a friendly, collaborative environment where staff are valued, and everyone works together to help pupils thrive.

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 pre-employment 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 0115 9322920.

Further details about our school can be found on our website: <https://www.kensingtonjunioracademy.co.uk/>

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

Interview date: To be confirmed

Potential Start date: As soon as possible

JOB DESCRIPTION

Post Title: Office Manager

Reporting to: Headteacher

Grade: Scale 5

Disclosure Level: 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
Qualifications			
Hold a minimum level 3 business related qualification or equivalent	✓		
Be educated to GCSE or equivalent, including English and Mathematics	✓		
Experience			
A wide range of administrative experience in various sectors and a multi-faceted role	✓		
Senior administrative experience working with executives		✓	
Excellent data accuracy skills and proficient user of Microsoft Office applications including Excel	✓		
Have experience of handling financial matters (collecting, balancing and banking)		✓	
Have experience of working within the education sector		✓	
Knowledge of manipulating system based databases		✓	
Skills			
Have an ability to maintain accurate records	✓		
Demonstrate a proven ability to work to a high level of accuracy with attention to detail at all times	✓		
Demonstrate an ability to use spelling, punctuation and grammar correctly	✓		
Excellent negotiation skills	✓		
Demonstrate a professional and confident approach to work	✓		
Have an ability to maintain appropriate confidentiality in line with the Data Protection Act	✓		
Demonstrate a strong commitment to developing own skills	✓		
Demonstrate the ability to organise yourself and others effectively and efficiently	✓		
Have an ability to work to deadlines	✓		
Have an ability to prioritise tasks	✓		
Demonstrate an ability to work on your own initiative and with minimal supervision when required	✓		

Demonstrate a problem-solving approach to tasks	✓		
Be prepared to work flexibly with other staff or alone when required	✓		
Maintain good working relationships with others by use of effective interpersonal skills	✓		
Demonstrate honesty and integrity in the performance of duties	✓		
Be able to maintain a high level of interaction with members of the Senior Leadership Team	✓		
Demonstrate an ability to adapt to a constantly changing and growing environment	✓		
Be friendly and approachable	✓		
Have an ability to work flexibly and outside of normal school hours when reasonably required to do so	✓		
Personal Qualities			
Belief in the values and behaviours of Tapestry Learning Partnership	✓		
Evidence of continuing professional development	✓		
Commitment to equal opportunities and diversity in the performance of duties	✓		