

# Office & Finance Manager

**Job Opportunity**

Didcot Primary Academy — Part of the Omnia Learning Trust.



# About Didcot Primary Academy

Didcot Primary Academy is a welcoming and ambitious school within Omnia Learning Trust. We are proud of our inclusive ethos, high expectations and commitment to providing the best possible education and support for our pupils and families.

- i This is an excellent opportunity for an experienced and highly organised professional to play a key role in the effective running of the school. The postholder will work closely with the Principal, Trust Business Manager and Trust Central Team to ensure that finance, HR, compliance, safeguarding, estates and administrative systems are accurate, efficient and well managed.



# Safeguarding Statement

Didcot Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults are required to adhere to the school's safeguarding policies and practices. As part of the school's safer recruitment procedures, the successful candidate will be required to undertake:

## **Enhanced DBS Check**

An Enhanced Disclosure and Barring Service (DBS) check will be required as part of safer recruitment procedures.

## **Online Searches**

Online searches will be conducted in accordance with safer recruitment best practice.

## **All Safer Recruitment Checks**

All checks conducted in accordance with *Keeping Children Safe in Education*.

# Employment Details

**Job Title**  
Office & Finance Manager

**Responsible To**  
Trust Business Manager

**Contract Type**  
Term Time Only

**Hours**  
37.5 hours per week

**Working Pattern**  
8am – 4pm Monday – Friday  
Term time only  
39 weeks per year (+5.65 paid holidays)

**Salary**  
NJC Grade 28 (£39,152 FTE), dependent on experience.

**Actual Pro-rata Salary**  
£33,940

**Location**  
Didcot Primary Academy

**Start Date**  
1 September 2026, with flexibility for an earlier start for the right candidate.

**Benefits**  
Local Government Pension Scheme, paid annual leave entitlement (pro rata), free school lunch, Employee Assistance Programme, and ongoing professional development opportunities

# Purpose of the Role

The Office & Finance Manager plays a key leadership role in supporting the efficient, compliant and professional operation of Didcot Primary Academy.

Working closely with the Principal, Trust Business Manager and Trust colleagues, the postholder will take responsibility for the effective management of the school's office, finance, HR administration, safeguarding compliance, estates administration and operational systems.



## Finance & Procurement

Lead and manage school-level finance administration, procurement, budget monitoring support and financial compliance processes.



## Compliance, Safeguarding & Estates

Ensure key compliance systems, statutory checks, health and safety records, safeguarding administration and audit evidence are accurate and inspection ready.



## HR & Payroll Administration

Oversee school-level HR administration, safer recruitment, absence reporting, payroll changes and personnel records.



## Office Leadership & Operations

Lead the school office function, ensuring effective systems, clear processes, strong communication and high standards of operational support across the school.

- The successful candidate will provide strong operational leadership, ensuring that systems and records are accurate, deadlines are met, statutory returns are completed, financial procedures are followed, and compliance evidence is maintained to a high standard.

# Why Join Us?

We can offer a rewarding and fulfilling working environment as part of a committed school community:



## Inspiring Children

Enthusiastic, well-behaved children who enjoy learning and taking responsibility.



## Supportive Community

A welcoming and supportive school community with a committed and collaborative staff team.



## Career Development

Opportunities for professional development and career progression within a growing Trust environment.



## Grow Your Expertise

Develop expertise across finance, HR, compliance and school operations within Omnia Learning Trust.



## Modern Environment

A modern and well-resourced working environment.



## Make an Impact

Play a key leadership role in supporting the continued success of Didcot Primary Academy and Omnia Learning Trust.

# Thank you

We would love to welcome you to **Didcot Primary Academy** — a place where staff and children grow together, **ambitious for all.**

