

ROLE PROFILE

#RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



www.rklt.co.uk/careers



*Red Kite Learning Trust is committed to supporting work-life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

Job Title:	Office Manager	School:	Temple Learning Academy
Salary Grade:	C3	Working Hours:	37 hours, Monday – Friday 7.30am -3.30pm, with one day finishing at 3pm.
Contract Type:	Maternity Cover, Term Time Only + Training Days	Location:	Leeds

Responsible to: Business & Operations Manager

Role summary: We are seeking an organised, proactive, and professional Office Manager to lead our busy school office and support the smooth running of our all through school. The successful candidate will manage day to day administration, oversee the reception team, ensure high-quality communication with families, and maintain accurate records in line with safeguarding and data protection requirements. This role is key to supporting pupils, staff, and senior leaders, and requires excellent interpersonal skills, attention to detail, and the ability to thrive in a fast-paced environment.

Special conditions of service: No smoking policy, including e-cigarettes/vaping.

Role specific responsibilities:

Leadership & Team Management

- Lead, support, and develop the school's administrative and reception team to ensure a professional, welcoming, and efficient service aligned with Temple Learning Academy's values.
- Allocate workload, oversee performance, and ensure consistent high standards across all administrative functions.
- Ensure office processes reflect Temple Learning Academy's commitment to safeguarding, respectful communication, and a positive school culture.

Administration & Whole School Operational Support

- Oversee the smooth day to day running of the school office.
- Provide administrative support across the whole school as required, ensuring staff have timely and effective admin assistance.



- Coordinate key operational tasks including communication with families, event organisation, appointments, and whole school correspondence.
- Oversee reprographics, ensuring efficient service delivery, cost-effective resource use, and appropriate prioritisation.
- Oversee and coordinate whole school vaccination programmes, ensuring effective communication with families, accurate record keeping, and smooth delivery in partnership with the School Immunisation Team.
- Manage and oversee school photography days, including scheduling, communication with families, liaison with the photography provider, and on the day organisation.

Safeguarding, Attendance & Compliance

- Ensure robust visitor management and safeguarding procedures are consistently followed.
- Support attendance with administrative tasks and produce reports where required.
- Maintain compliance with GDPR, ensuring secure handling and storage of sensitive information.
- Administer medication to pupils in line with school policy, ensuring accurate recording and safe practice.
- Be trained in First Aid and provide first aid support to pupils, staff, and visitors when required.
- Undertake any additional medical or clinical training necessary to support pupils with specific medical conditions, working in partnership with relevant health professionals.

HR & Recruitment Administration

- Manage recruitment administration and support with recruitment days.
- Support the induction and administrative onboarding of new staff.

Admissions & Pupil Data Management

- Coordinate admissions and in year transfer administration, ensuring timely, accurate communication with families.
- Maintain accurate pupil data on school systems and prepare reports for senior leaders and external stakeholders.

Finance, Debts & Resource Management

- Oversee the admin team's follow-up of all school-based debts, including meal accounts, wraparound care, trips, and other chargeable services, ensuring consistent communication with families and timely resolution.
- Monitor office supplies and ensure the cost-effective procurement of resources.

Before & After School Provision

- Oversee the administration of before and after school clubs, ensuring registers, bookings, payments, waiting lists, and communication with families are managed accurately and efficiently.
- Liaise with pastoral, safeguarding, and finance as necessary to ensure smooth running and accurate reporting.

Communication & Stakeholder Support

- Act as a professional first point of contact for parents, carers, external visitors, and partner organisations.
- Coordinate high quality communication, including letters, newsletters, and website content (as directed).
- Uphold the academy's high standards of customer service and represent the school positively in all interactions.

All colleagues, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.



RK People responsibilities:

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



Our Trust Values



Collaboration
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



Integrity
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



Respect
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals



We champion learning
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing
Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people
Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Able to use own initiative and motivate others	*	
Ability to input/retrieve information from databases, producing reports where necessary	*	
Willingness to proactively take part in training. Take responsibility for and be keen to improve upon own professional development	*	
Ability to work in an organised manner and lead by example	*	



Ability to demonstrate a commitment to equality of opportunity for all pupils	*	
Ability to contribute to wider school life	*	
Ability to work to a high level of accuracy	*	
Ability to lead, delegate and mentor a team	*	
Able to prioritise work to meet conflicting deadlines	*	
Able to take responsibility for dedicated areas of work	*	
Ability to work in a professional manner, enabling sensitive information to be handled confidentially	*	
Able to negotiate effectively and apply creativity to solve problems	*	
Able to demonstrate good numeracy and literacy skills	*	
To display a responsible and co-operative attitude to working towards the achievement of the school's aims and objectives	*	
Ability to work in a calm and professional manner in a range of different situations	*	
Demonstrates commitment, enthusiasm and a positive, people-centred approach that helps students and colleagues feel supported	*	
Demonstrates a strong sense of initiative	*	
Demonstrates a commitment to customer care and shows pride in work	*	
Qualifications, Knowledge and Experience	Essential	Desirable
Minimum GCSE Grade C English and Maths or equivalent	*	
NVQ Level 3 or equivalent		*
Knowledge/qualifications demonstrating ability in numeracy and literacy	*	
Knowledge of general office procedures and practice	*	
Awareness of key legislation and regulations, including health and safety requirements, data protection and confidentiality	*	
Experience of working in a varied administrative role, with proven managerial experience	*	
Experience of providing effective organisation systems including record keeping and data inputting	*	
Experience of dealing with queries from a wide range of people	*	
Experience of working in partnership with others to deliver work to set deadlines	*	
Experience of providing customer focussed services	*	



Experience of working as part of a team	*	
Experience of working with young people		*
Experience of working in an educational setting		*
Excellent IT skills (MS Office)	*	
Excellent interpersonal skills	*	
Competent ability in ICT, able to demonstrate high-level skills and working knowledge of school systems	*	
Safeguarding and Promoting the Welfare of Pupils	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

