



Office Manager



**Improving
Outcomes
Transforming Lives
Enabling Social Mobility**

Welcome from the CEO

Thank you for showing an interest in our pupils, our schools, and our Trust. This is an exciting time to join Orion Education. We are a very different organisation in 2024 than we were four years ago.



Simon Garrill

Chief Executive Officer

Thank you for taking the time to look, and for showing an interest in one of the roles in our schools. In a long career in education, starting out as an English teacher, I have loved the fact that I get to work with some fantastic young people and a group of like-minded professionals who have a real passion for their work and share the same values. There aren't many professions where that is the case.

We are driven by our desire to do the best for our young people. Our reason to exist is to improve outcomes, transform lives and enable social mobility. Our values of trust kindness and endeavour underpin our work, and we succeed through ensuring a healthy culture and academic rigour. This emphasis on leadership involves nurturing a robust pipeline of leaders deeply committed to our values and mission. Collaborative partnerships are integral to our goals, as we seek to forge strong partnerships to amplify our impact.

At Orion Education, we take pride in the work that we do to develop our teachers and our leaders. Our approach to instructional coaching and leadership development has been recognised nationally. We are at the forefront of a coaching model that supports you in making the most of your career. Our expectations of ourselves and each other are high. In return we offer you unrivalled professional development, so that you can fulfil your own ambitions. Finally, I am extremely grateful for your interest in our Trust. We are moving forward at a rapid rate and it's an exciting time to join us.

Simon Garrill

Our Four Critical Questions

**Why do
we exist?**

To improve outcomes, transform lives and enable social mobility.

Trust • Kindness • Endeavour

**How do we
behave?**

**What do
we do?**

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

Through a clear backbone, strong culture, academic rigour and smart systems.

**How do we
succeed?**

Mission & Values

All schools share the trust four critical questions. We exist to improve outcomes, transform lives and enable social mobility.

Curriculum

The curriculum within our schools is designed around our principles of focused, coherent, sequenced, and inclusive. Where we can enhance collaboration and reduce workload, we standardise some elements. However, teachers do adapt the curriculum based on the needs of the students in their class.

Assessment & Feedback

Our assessment and feedback calendar captures the rhythm of our assessment and data collection. Data driven instruction and responsive teaching ensure that formative assessment is central to pedagogy.

Safeguarding & Attendance

Safeguarding is the responsibility of all. Our standardised approach to safeguarding and the support that we give our schools ensures that all children are kept safe. External reviews scrutinise the work that we do.

Quality Assurance

Our school workflow captures the rhythm of the work that we do. We undertake regular cycles of structured monitoring to ensure that our schools are accelerating the progress of the students in their care.

CPD

We allocate 7 training days to the teachers in our schools. All our teachers take part in instructional coaching. In addition, we provide enhanced levels of training for our leaders to develop their expertise in their current role and to prepare them for their next role.

Workload

Schools are expected to streamline workload as much as possible. We limit the number of assessment points within our calendar and ensure that teachers do not undertake unnecessary administrative tasks.

Teaching

Teaching is responsive to the needs of pupils. Our lesson framework based on the Rosenshine principles helps teachers to frame learning. However, we understand that each lesson will be different and will be designed to meet individual needs of pupils with adaptive teaching.

Behaviour & Routines

It is essential that we have the highest expectations of behaviour within our schools. Good discipline and order are the foundation upon which pupils learn. Our common culture rubric and our behaviour, along with a codified approach to routines ensures that our schools are great environments in which to learn and teach.

SEND

Adaptive teaching is at the core of our approach to meeting the individual needs of pupils. We share best practice and undertake annual reviews of SEND to ensure that pupils make progress. All our schools are open and welcoming places for pupils with SEND.

Performance & Appraisal

We share a common approach to performance management and appraisal by providing a highly supportive and professional environment. Our talent programme ensures that colleagues who are talented and ambitious to progress are supported to do so.

Operations

We take pride in running our schools well. Governance, IT, estates, finance, communications, and marketing are all within our Backbone.

The Orion Backbone

The Orion Backbone provides clarity on the elements of our schools that are standardised or aligned.

Our Schools

There are currently four secondary schools and four primary schools within the Trust. Four of the primary schools and three of the secondary schools are located within Bromley, South East London. A further secondary is close to Canterbury in Kent. These schools include:

Secondary Schools



11 - 18



11 - 16



11 - 18



11 - 18

Primary Schools



4 - 11



4 - 7



4 - 11



4 - 11

Candidate Charter

Orion Education wants every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

Our Commitment to You

- **Transparency** we will treat you with respect, honesty and fairness
- **Protecting your privacy** we'll ensure your information is secure and handled sensitively
- **Understanding** you'll be given everything you need to make informed decisions
- **Showcasing** talent we'll provide a good opportunity for you to share your skills, experience and potential
- **Feedback** we will provide constructive feedback professionally and promptly
- **Listening** we welcome feedback and we'll act on what you have to share
- **Inclusivity** our hiring decisions align with our commitment to create a high quality, diverse workforce

We Will

- Provide you with clear, accurate and timely information
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need
- Respond to enquiries promptly and usually within 24 hours during the working week
- Adopt a fair and consistent assessment process
- Make sure you have all the documentation and details you need for an interview, well in advance
- Provide you with real insight about what it's like to be part of our team
- Ensure all offers are fair and equitable
- Seek feedback on your experience at every opportunity, so we can continue to improve

In Return We Ask that You

- Be honest and upfront about your experience, aspirations and motivations

- Provide open and accurate information when submitting an application
- Always give yourself the best opportunity to succeed - research who we are and how we work
- Let us know if situations change in relation to your interest - and help us understand why
- Prepare yourself for interview and let us know how we can support you

Your Wellbeing at Orion Education

We know that, to achieve our vision, it is our people who will make the big difference. That is why we are continuously reviewing our wellbeing offering through the implementation of our wellbeing strategy.

Wellbeing Strategy

Our strategy aims to represent a commitment to an integrated approach to staff wellbeing that creates:

- a sense of belonging
- an environment and culture based on our vision, mission and values
- an environment where staff wellbeing is integrated into day-to-day practices
- an environment that recognises skills and encourages personal development
- encouragement and support for employees to develop and maintain a healthy lifestyle
- support for people with manageable health problems or disabilities to maintain access to or regain work
- improved staff satisfaction, recruitment and retention.

Our Commitment

- development of the Orion Education wellbeing charter
- protected time for PPA
- needs based flexible approach
- improving working lives through employment policies such as flexible working, absence management, menopause, mental health and dignity at work
- creating a safe place to work through health and safety strategy and initiatives
- ensuring that all line managers support staff through regular line management meetings
- decreasing the interval between treatment and return to work through occupational health referral and advice
- career development through continual professional development (CPD)
- personal support through the Employee Assistance Programme counselling service
- adherence to the rarely cover policy
- reducing workload through sharing best practice and agreeing smarter ways to work in line with the backbone.

Why work for us

Competitive salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do with automatic pay progression for main scale teachers. Pay ranges are reviewed annually with our recognised unions.

Pension Scheme

All contracted members of staff will be automatically enrolled into a career-average pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate). You don't pay tax or National Insurance on your contributions and Orion Education adds a generous employer contribution, which varies depending on your salary.

Professional Development

Key to our ongoing success our development programmes are second to none.

Our commitment to instructional coaching ensures a consistent approach to teacher development across our schools.

Our Trust conference, online CPD modules and in-school service training supports you to achieve your goals whatever they might be.

Additionally, our programme of Trust Twilights provides our teachers with opportunities for deliberate practice and curriculum development planning.

Our early career teachers benefit from weekly mentoring and coaching, alongside a thorough training programme and additional Trust-wide events.

We also have opportunities for practitioner research and access to an NPQ programme through National Institute of Teaching.

Benefits

For a full list of our benefits, please visit our website [Orion Education - Staff Benefits](#)

Welcome from the Executive Principal

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Welcome to Orion Scotts Park Primary School, Part of the Orion Education family. Located in the heart of the Bromley community, we take great pride in our ethos of 'educating the whole child.' We work closely with children and families to help every child become confident, kind, and ready to face their future.



Mr Andy Bocchi
Executive Principal

Our support extends beyond academic subjects to nurture growth in all areas of life, encouraging children to be proud of their achievements and always believe in themselves.

As a values-driven school, our core principles of Trust, Kindness, and Endeavour serve as the golden thread running through everything we do. These values shape every aspect of school life, guiding our students to be resilient, accepting of others, and inspired to dream big while working hard to achieve their goals.

We embrace British values and celebrate diversity, developing the skills our children need to become successful lifelong learners. The primary years are crucial for shaping confidence, character, and future ambitions, which is why we provide extensive opportunities for children to take on leadership roles and make a positive impact in our school community.

Our amazing staff are caring, hardworking, and committed to giving every child the best learning experience possible within our safe, supportive, and loving environment. I'm excited to welcome you to Orion Scotts Park and show you just how special our school family truly is.

About our School

At Scotts Park, we are proud to be a caring and inclusive school where every child is supported to thrive — academically, creatively, and personally. Our core values of Trust, Kindness, and Endeavour are at the heart of everything we do, shaping the way we learn, play, and grow together.

We are committed to high academic standards, and our children consistently achieve excellent outcomes across all areas of the curriculum. Through high-quality teaching, personalised support, and a rich learning environment, we ensure every child is challenged, motivated, and inspired to reach their full potential.

We are fortunate to have extensive, beautiful school grounds, including our very own woodland, which provide exceptional opportunities for outdoor learning, play, and sport. These natural spaces are home to our thriving Forest School programme, where children explore, learn, and grow through hands-on experiences in nature. Our woods offer the perfect environment for children to develop confidence, resilience, and independence in a calm and inspiring setting. Our large school field supports a wide variety of PE lessons, games, and sports activities, helping children stay active, healthy, and engaged. From athletics to team sports, our grounds give every child the chance to enjoy physical education in a spacious, well-equipped outdoor environment.

Play is also central to our school day. Our innovative OPAL (Outdoor Play and Learning) playground ensures that breaktimes are full of imagination, creativity, and joyful exploration. Children are encouraged to play freely, solve problems, take risks, and collaborate – building essential life skills through meaningful play.

Music is a key part of life at Scotts Park. From whole-school singing and instrumental lessons to performances and choir, we celebrate creativity and expression in all its forms. We also offer a wide range of extra-curricular clubs and activities, including drama, art, sports, and more. These opportunities allow children to discover new interests, build confidence, and form lasting friendships beyond the classroom.

Parents consistently choose Scotts Park as their first choice because of our welcoming atmosphere, dedicated staff, and whole-child approach to education. We work closely with families to ensure every child feels safe, valued, and inspired to achieve their very best.

Together, we grow with Trust, Kindness, and Endeavour.

About The Role

Office Manager

Orion Education is a values-led organisation, driven by a determination to create welcoming and open schools for the local community, where every person thrives, makes excellent progress and succeeds. We are committed to improving outcomes and transforming lives, realising social mobility, and the transformative power of education. We value the difference in all of our schools while seeking to bring them together around a framework that delivers an enriching experience and a great education for the young people within our care.

We want the very best for all of our young people. Our plan to ensure we deliver great schools is underpinned by our shared values of trust, kindness and endeavour. Our schools and our staff are collaborative, and we see to create consistency and quality throughout.

Our leaders create improvement in schools that is robust and sustainable. We are as enthusiastic about developing and nurturing our staff, as we are about developing our young people. Our professional development programs and our approach to school improvement provide quality and rigour while creating a depth of experience and learning for our staff.





Job Description

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|----------------------|--|
| Job Title | Office Manager |
| Closing Date | 19 March 2026 at 11:59 PM |
| Salary | NJC Scale 5, Points 11–15 (£32,068–£33,985 FTE per annum) Actual salary: £29,275.73–£31,025.81 per annum (pro rata) |
| Contract Type | Permanent |
| Working Hours | 36 hours, 42 weeks |
| Location | Orion Scotts Park |
| Reporting To | Principal |

Summary of the Role

Job Purpose

To manage the day-to-day operations of the school office, providing high-quality administrative and organisational support to the Principal, staff, and wider school community. The Office Manager ensures the smooth running of front-of-house services and supports the interface between the school and Orion Education Multi Academy Trust's central teams, including HR, Finance, and Estates.

Key Accountabilities/Responsibilities

Main Duties and Responsibilities

Office and Administrative Leadership

- Lead, supervise, and develop the school's administrative and reception team
- Oversee and coordinate the day-to-day running of the school office, ensuring efficient systems and processes are in place
- Quality assure trust contracts such as IT, catering, cleaning and ensure appropriate action taken (e.g. raising tickets) to address any concerns
- Ordering and receipt of local goods and services in line with allocated budgets
- Organising interviews for shortlisted candidates
- Provide high-level administrative support to the Principal and Senior Leadership Team (SLT), including diary management, document preparation, and correspondence
- Oversee administration of all club arrangements
- Oversee administrative elements of school trips management (e.g. following up non-payment from specific parents, risk assessments)
- Organise and book supply staff
- Ensure all eligible pupils are registered for free school meals (FSM)
- Act as the lead fire marshal and lead first aider

Communication and Customer Service

- Act as the first point of contact for parents, visitors, and external stakeholders, ensuring a welcoming, efficient, and professional front office
- Support with parents' evenings, open days/evenings and other local PR activities
- Manage school-wide communication systems including newsletters, emails, text messaging, website updates, and social media (where applicable)
- Respond to local elements of subject access requests

Pupil Data and Attendance

- Maintain and update pupil records using the school's Management Information System (e.g., Arbor)
- Oversee and monitor attendance and punctuality data, ensuring appropriate follow-up and reporting to the Principal and Trust as required

- Manage pupil admissions, transfers, and leavers in line with school and Trust procedures

Compliance and Safeguarding Support

- Update Single Central Record for ad-hoc contractors/volunteers under the direction of the DSL and in line with Trust policies
- Support the Principal in ensuring compliance with safeguarding, GDPR, and other statutory requirements
- Prepare data and reports for audits, inspections, and Trust reviews

Liaison with Central Team

- Serve as the key link between the school and Orion Education's centralised HR, Finance, and Estates teams
- Provide accurate and timely information and documentation to central teams as required
- Coordinate requests and communication between the school and Trust functions in relation to staffing, facilities, procurement, and finance support

You may also be required to undertake such other comparable duties as the Principal or members of the central Trust require from time to time.

This job description is not necessarily a comprehensive definition of the post. You may also be required to undertake other comparable duties as the Executive Principal requires from time to time.

Person Specification

| | Essential | Desirable | Method of Assessment |
|-----------------------|---|---|--|
| Qualifications | <p>Educated to GCSE or equivalent, including GCSE (A-C) in English and Maths</p> <p>Evidence of continued professional development</p> | <p>Administrative qualifications e.g. NVQ Level 3 or higher</p> <p>First Aid training</p> | <p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p> |
| Experience | <p>Experience managing a busy office and supervising staff</p> <p>Providing administrative support at a senior level</p> | <p>Working within a school office or similar fast paced environment at Senior level</p> <p>Experience of supporting policy and practice regarding premises management and Health and Safety</p> <p>Knowledge of basic First Aid</p> <p>Experience of Arbor or similar MIS</p> | <p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> |
| Skills | <p>Excellent interpersonal skills and communication skills – written and verbal</p> <p>Ability to provide a first point of contact for visitors, staff and pupils</p> | | <p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> |

| | | | |
|------------------|--|--|---|
| | <p>Excellent organisation skills with a systematic approach to workload management</p> <p>Excellent time management skills and work prioritisation skills</p> <p>Ability to manage people effectively by conducting meetings, setting targets for performance, delegating tasks appropriately, and monitoring the quality of delivery and outcomes</p> <p>Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner</p> | | |
| Knowledge | <p>Good knowledge of effective ICT administration systems, including word processing skills to produce tables, spreadsheets and reports.</p> | <p>Working within a school office or similar fast paced environment</p> <p>Understanding of statutory school compliance</p> <p>Experience of managing school communication platforms</p> | <p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> |

| | | | |
|---|--|--|---|
| <p>Personal competencies and qualities</p> | <p>Ability to work well with children and adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Emotional resilience in working with challenging behaviours</p> <p>Positive attitude to use of authority and maintaining discipline</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to work under pressure on own initiative</p> <p>Flexible attitude to work</p> <p>Knowledge and understanding of Safeguarding and Child Protection</p> <p>Knowledge and understanding of GDPR</p> | <p>Commitment to the ethos and values of Orion Education</p> | <p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> |
|---|--|--|---|

We reserve the right to end this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application

Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Orion Education is fully committed to equality and to valuing diversity as an employer and a provider of education.

Orion Education

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