

Active
Learning
Trust

Candidate Pack
Office Manager
March 2026



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Dear applicant



Thank you for your interest in joining the Active Learning Trust. I know that choosing where to build your career is a big decision, and before I share the details of the role, I want to tell you why this is such a special place to work.

At ALT, we do things differently. We are a values-led organisation that believes our people are our greatest strength. We invest deeply in the adults who work with us, because when we help our colleagues grow, our pupils thrive. Ours is a community built on trust, care and ambition – where every member of staff is encouraged to discover their strengths, take opportunities, and know that their work is shaping brighter futures for the children in our care.

We don't see education as just a system; we see it as a moral mission. Every day, our staff bring energy, compassion and commitment to their roles, united by the belief that every child deserves the very best. We stand alongside you with high expectations, professional development, and unwavering support so that together we can achieve extraordinary things.

If you share our values and our passion for making a difference, we would be delighted to hear from you. I look forward to the possibility of welcoming you into our Trust – a place where people matter, potential is nurtured, and purpose drives everything we do.

With warm regards,



Lynsey Holzer
Chief Executive Officer

Active Learning Trust

Overview

Our multi-academy Trust was originally established in 2012 and is currently made up of 1,600 staff across 19 schools in Cambridgeshire and Suffolk, serving nearly 8,500 young people and their families. Our shared Trust mission of delivering excellence to ensure our young people can thrive and prosper is at the heart of everything we do.

Our trustees fulfil their duties through our Trust Leadership Team, which includes our central team and school leadership teams, working together as one unified organisation with joint accountability. We have an established central team that is not only knowledgeable but also driven by an imperative to deliver the very best for the young people in our care.

At Active Learning Trust, we are restless for excellence and improvement so that our children can thrive and prosper. Deeply rooted in the heart of our communities, people choose to join our trust because we make a difference. We explore the art of the possible to find the right solutions for our children, our people and the wider education sector.

Our Team

Our team is made up of experts across all specialist areas, including education, finance, HR, communications and marketing, estates, governance, procurement, data and IT. Their skills allow us to deliver shared savings and, more importantly, provide essential services to schools, enabling school-based leadership to focus on improving outcomes for pupils in the broadest sense.

- We know our schools exceptionally well and we offer both honest reflection and evaluation of our strengths and areas for improvement.
- We have clear and appropriate plans for continuing to improve the quality of education and pupil achievement.
- We encourage and celebrate the individual characteristics of each of our schools and provide them with a good balance of autonomy central oversight and accountability.

Our Values

At the heart of our Trust are five core values that shape our culture and guide every aspect of our work. They influence our interactions, decisions and strategic direction, and they unite our school communities.



I aspire, we achieve



We're curious, creative and bold



A family, not a house share



Comfortable being candid



Humour, humility, humanity



“

ALT has put a lot of work into developing genuine shared values which you can see starting to come through all the schools. This feels very powerful. Despite the geographical distance between schools, there is real sense of the greater good with school leaders constantly supporting one another where needed. It is a particular privilege in my role to be able to identify and spread excellent classroom practice from school to school. People in this Trust are happy, and there is a widespread feeling of exciting times ahead.

Lisa Corby
Academy Improvement Lead

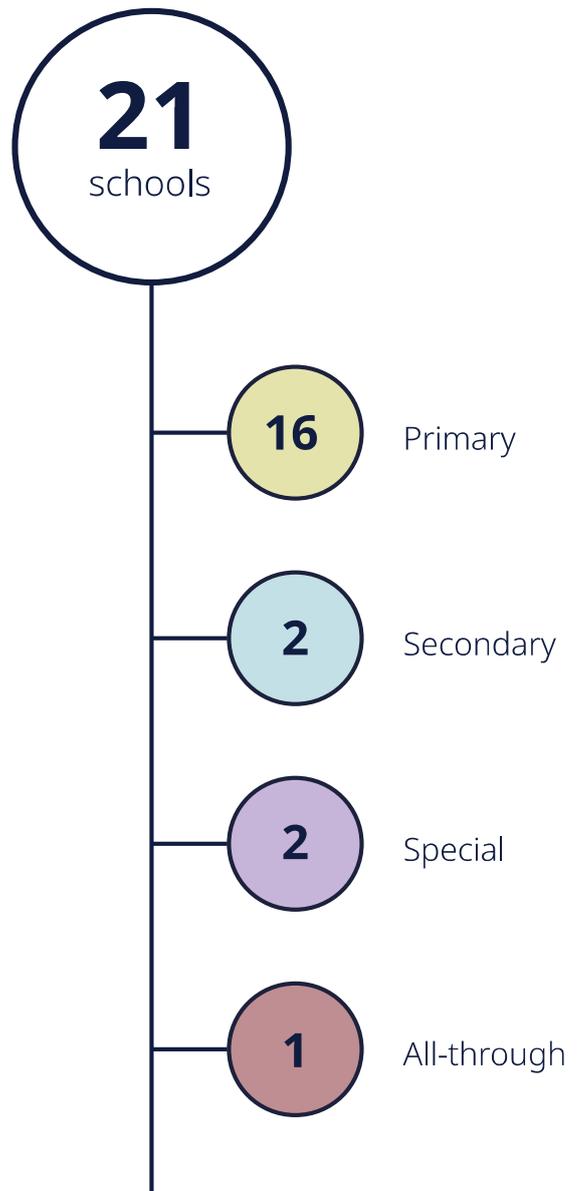
Our Schools

Active Learning Trust encompasses 21 schools across East Anglia – eight in Cambridgeshire, 12 in Suffolk and two in Norfolk.

Our schools fall naturally into three designated geographical sub-regions – Ipswich, Norfolk & North Suffolk, and mid Cambridgeshire. This allows the Trust to apply 'hub' level school-to-school support and collaborative working along with other mutually supportive arrangements. The synergy this creates has become a key way of working for our teams and continues to develop further over time.

For more information on our schools, please visit our website.

[View our schools](#)



Job Vacancy

Office Manager

Shape, manage, and support our school – an exciting senior admin role awaits!

Earith Primary School is seeking a skilled and proactive Office Manager to oversee the academy's business functions and ensure smooth day-to-day operations. This senior administrative role covers finance, HR, admissions, communications, facilities, compliance, and team management. You will work closely with the School Non-Education Lead, central Trust colleagues, and the senior leadership team to support an efficient, safe, and welcoming school environment.

Summary of Key Responsibilities

- Lead and manage school operations across finance, HR, admissions, communications, and facilities.
- Oversee budgets, payroll, purchase orders, and income monitoring.
- Coordinate staff recruitment, records, and absence management.
- Maintain pupil records, admissions, and compliance processes.
- Supervise support staff and liaise with central Trust teams.
- Manage communications, resources, and day-to-day school operations.

Our People-First Philosophy

At Active Learning Trust, we invest in you from day one. We love working with specialists who are united by their skills and passion for shaping the future of education. We provide tailored coaching, leadership training and clear progression pathways that turn roles into fulfilling, lifelong careers. Guided by our values of open dialogue, bold thinking and supportive teamwork, we put your growth and well-being at the heart of everything we do - so that you can focus on making a real difference in our schools and beyond.

Why Join Our Trust?

- Belong to a compassionate and inclusive trust that values you and the role you play.
- Gain access to our VivUp employee benefit system, Cycle to Work scheme and Teacher pensions.

Contact

If you wish to discover more about this exciting opportunity and our Academy, then please contact Thomas Abbs, Headteacher at tabbs@earith.cambs.sch.uk



**Earith
Primary
School**

Location

Earith, Cambridgeshire

Contract

Permanent, 37 hours,
Term Time + 3 weeks

Salary

ALT Grade F
(£25,350.58 - £27,045.90
Actual)

Closing Date

27th March 2026

Interviews

To be confirmed

Job description: Office Manager (Level 1) (Single Primary - Small)

Job details

Salary:	ALT Grade F
Academy Site:	Earith Primary School
Reporting to:	Headteacher

Main purpose

To oversee the operation of the academy's business functions, in liaison with central team colleagues.

Duties and responsibilities

Finance

- Manage purchase-to-payment processes including raising requisitions; obtaining quotes; creating purchase orders on implicit; placing orders; receipting goods/services and ensuring accurate invoice processing.
- Oversee income generation and debt collection, including raising sales invoices, monitoring aged debtors, and processing school bank income.
- Manage credit card transactions, including the credit card transaction log and new cardholder application requests.
- Support budget setting and forecasting, including updating pupil numbers, changes in staffing and other income and expenditure in IMP.
- Conduct month-end and year-end financial reconciliations, including IMP payroll reconciliation, IMP forecasting, and reviewing aged creditors and debtors.
- Manage onboarding and amendments for suppliers.
- Process journals and inter-company transactions.

People and Payroll

- Support the end-to-end recruitment process in conjunction with the Recruitment Team, including submitting advert requests; monitoring shortlisting; arranging selection day schedules; contacting candidates and issuing interview invitations through MyNewTerm; verifying ID, qualifications and DBS check; and coordinating first day arrangements for new staff.
- Maintain and update the Single Central Record (SCR), including updating records for contractors, agency staff and volunteers.
- Process staff expenses, overtime and mileage, and contract changes in NEO.

- Support low-level grievance and disciplinary cases in conjunction with the People Team, including scheduling investigation interviews; collating documentation and evidence; issuing letters and invitations to meetings.
- Manage flexible working requests in conjunction with the People Team, including acknowledging the request, arranging a meeting and preparing outcome letters.
- Support absence management in conjunction with the People Team, including monitoring and flagging absences, coordinating Occupational Health referrals, preparing paperwork for informal and stage one formal absence meetings.
- Support and coordinate performance management processes, including arranging appraisal meetings in conjunction with line managers.

Admissions and Pupil Data

- Co-ordinate in-year admissions and Educational, Health and Care Plan (EHCP) admissions, liaising with the trust team and the local authority.
- Maintain and update MIS, including timetables, class structures and report cards.
- Collate evidence for appeals and complaints, ensuring cases are recorded on Every.
- Prepare and validate the pupil census in Arbor.

Compliance and Governance

- Ensure academy compliance with General Data Protection Regulation (GDPR). This includes logging Subject Access Request (SARs), Freedom of Information requests (FOIs) and breaches; and ensuring staff compliance with data protection policy and training requirements.
- Support Health & Safety (H&S) audits, including preparing paperwork, meeting with the auditor and completing audit actions; and compliance tracking on Every.
- Manage procurement thresholds and approvals in line with trust policies.
- Coordinate actions from risk assessments.
- Coordinate with the Procurement Lead to review supplier terms and conditions and ensure contracts are accurately recorded in the trust's contract management system.
- Manage student trip bookings.

Facilities and Premises

- Coordinate repairs, maintenance and capital works, including raising purchase orders, checking DBS checks and documentation for contractors, and attending pre-start meetings in relation to capital works.

Communications and Engagement

- Manage internal and external communications, including creating content and distributing regular newsletters and updating social media and academy website, in line with trust policies.
- Collaborate with the Headteacher on routine, low-risk communications for parents and staff, and work closely with the Communications Team to manage medium-risk or strategic messaging for parents and staff.

- Design and distribute posters and promotional materials on an ad-hoc basis, liaising with the Communications Team on wider campaigns and strategies.
- Promote and follow-up surveys and consultations with staff, parents and the local community, liaising with the Communications Team where appropriate.

Leadership and Team Involvement

- Provide line management of academy support staff in various functions.

Building Professional Relationships

- Act as liaison between local academy teams and the central team for IT, Estates, Finance and People.
- Advise, lead and negotiate on behalf of the academy in external matters, as required.
- Collaborate with colleagues at local hub schools.

Record Keeping and Information Management

- Responsible for the content and submission of relevant information to the senior leadership team, the governing body and outside agencies .
- Responsible for the physical and information resources in the academies.

Generic Responsibilities of all Active Learning Trust Employees

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation



with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.

Person Specification: Administration Manager (Administration Level 3)

E = Essential D = Desirable

	E	D
Qualifications and training		
Knowledge of administration policies and procedures acquired through experience over a period of time and across a range of activities equivalent to national qualifications level 4	x	
Experience		
Previous administration experience	x	
Experience of development, management and operation of administrative systems		x
Skills and knowledge		
Ability to interpret information and situations and to solve varied and unanticipated problems or develop solutions	x	
Able to effectively manage own workload and switch between tasks, while balancing operational demands	x	
Analytical skills for monitoring and analysis of information and data	x	
Strong communication skills for dealing with a range of stakeholder and a range of issues	x	
Ability to deal effectively with unexpected problems but refers to manager for serious problems	x	
Knowledge for developing and management of relevant administrative/financial procedures including use of relevant IT packages and systems	x	
IT and keyboard skills – able to work with precision and speed	x	
Personal qualities		
Embodies the Trust's values: <ul style="list-style-type: none"> • I aspire, we achieve • We're curious, creative and bold • A family, not a house share • Comfortable being candid • Humour, humility, humanity 	x	
Commitment to uphold the 7 principles of public life (the Nolan principles) at all times	x	
Commitment to maintaining confidentiality at all times	x	
Ability to use normal physical effort with a mixture of sitting, walking and carrying minor loads	x	
Able to work in an office environment	x	
Equal opportunities		
Commitment to inclusion, equality and diversity	x	
Safeguarding		
Commitment to safeguarding and promoting the welfare of children and young people	x	

Application Process

How to Apply

You can browse and apply for all Active Learning Trust vacancies by clicking the link below to access our recruitment platform. Once you have found the corresponding vacancy, click on the 'Apply Now' button to begin your application. You can save your application and return to it at any time. Please ensure you have completed and submitted your application before the deadline shown on the job advert.

[View current vacancies](#)

Hints and Tips

To increase the chance of your application being considered for the role, please follow these steps:

- Use the Person Specification document to write your application. Consider using the headings and give examples where possible.
- Check for punctuation and grammar errors.
- Ensure your first referee is from your current or most recent employer. If you are employed within a school or academy, ensure you list your Headteacher as your first referee.
- All gaps in employment history must be explained. This should start from the date you left full-time education, including the summer holiday.



Useful Information

As an equal opportunities employer, we welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

The Active Learning Trust reserves the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

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Candidates are advised that, if shortlisted for interview, they will be subject to an online search of information in the public domain.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

