

How to Apply





Job Description

Job Title: Office Manager for BFLPT (Based at Doncaster UTC)

Band: Grader 8, Scale Points 24-28

Responsible to: Principal

Job Description:

Main Duties and Responsibilities:

- Be fully aware of and comply with all safeguarding and child protection procedures, reporting concerns immediately in accordance with school and Trust policies.
- Actively promote equality, diversity, and inclusion, ensuring all members of the school community are treated with dignity, fairness, and respect.
- Contribute to the school's ethos, values, vision, and strategic development.
- Foster collaborative and productive working relationships across all departments and teams.
- Represent the school professionally and promote high standards in all interactions with stakeholders.
- Attend and contribute to meetings, training events, school functions, open evenings, and other activities as required.
- Undertake continuous professional development and participate fully in appraisal, training, and performance management processes.
- Maintain confidentiality and exercise discretion in dealing with sensitive information.
- Undertake any other duties commensurate with the grade and nature of the post as reasonably required by the Headteacher, Principal, or Trust.

Strategic Leadership and Operations:

- Lead the strategic development, implementation, and continuous improvement of whole-school administrative systems and procedures to ensure efficient, effective, and compliant operations.
- Develop, review, and improve administrative processes, policies, and procedures to support the school's operational and strategic objectives.
- Ensure the effective management of office accommodation, administrative resources, and support services to maintain a professional and efficient working environment.

- Contribute to the development and delivery of school and Trust improvement priorities through effective administration and operational support.
- Lead on the implementation, monitoring, and evaluation of quality standards to ensure that all administrative services reflect the values, expectations, and professional image of Doncaster UTC and the Brighter Futures Learning Partnership Trust.
- Support business continuity planning and ensure appropriate administrative arrangements are in place to maintain operational resilience.

Leadership and Management:

- Lead, motivate, and manage the administration team, promoting high standards of service, professionalism, accountability, and continuous improvement.
- Hold overall responsibility for the recruitment, induction, attendance management, performance review, wellbeing, training, and professional development of administrative support staff.
- Establish clear objectives and performance expectations for team members, conducting regular coaching meetings and performance reviews where required.
- Foster a positive and inclusive team culture, encouraging collaboration, innovation, and excellent customer service.
- Ensure appropriate staffing arrangements are maintained to support the effective operation of administrative service.

Administration and Systems Management:

- Have overall responsibility for the design, implementation, and effective operation of all administrative systems and procedures.
- Ensure administrative records are maintained accurately, securely, and in accordance with Trust policies and statutory requirements.
- Oversee reception and visitor services, ensuring a professional, welcoming, and secure environment for all visitors and stakeholders.

- Monitor administrative workloads and implement improvements to maximise efficiency and service delivery.
- Manage the procurement and ordering of office supplies and administrative resources in line with Trust procedures.

Data Management and Reporting:

- Produce, analyse, and present accurate management information, reports, and data to support decision-making, school improvement planning, and Trust reporting requirements.
- Ensure the integrity, security, and effective management of administrative and student data.
- Support data collection, monitoring, and reporting processes required by the school, Trust, and external agencies.
- Identify trends and provide recommendations for service improvements based on data analysis and evaluation

Communications and Stakeholder Engagement:

- Oversee all administrative communications to ensure information is clear, accurate, timely, and professional.
- Ensure all published documentation and correspondence are proofread, quality assured, compliant, and aligned with Trust branding and communication standards.
- Maintain effective communication channels with parents, carers, employers, governors, staff, students, and external partners.
- Support the promotion of the school through administrative coordination of events, communications, and stakeholder engagement activities.
- Contribute to maintaining and enhancing the professional reputation of the school and Trust

Admissions and Student Services

- Lead the administration of the student admissions process, ensuring an efficient, compliant, and positive experience for prospective students and families.
- Coordinate admissions events, open evenings, interviews, and transition activities.
- Communicate effectively with prospective students, parents, carers, feeder schools, and other stakeholders throughout the admissions process.
- Maintain accurate admissions records and provide data and reports relating to admissions activity.
- Support student administration processes and ensure high standards of customer service are maintained.

Compliance and Governance

- Ensure compliance with all relevant legislation, regulations, Trust policies, and school procedures, including:
 - Safeguarding and child protection
 - Health and safety
 - Data protection and GDPR
 - Equality and diversity
 - Confidentiality and information security
- Support internal and external audits, inspections, and reviews, including preparation of documentation and evidence as required.
- Report concerns, risks, and compliance issues promptly through appropriate channels.
- Promote best practice in governance, record keeping, and administrative compliance.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.

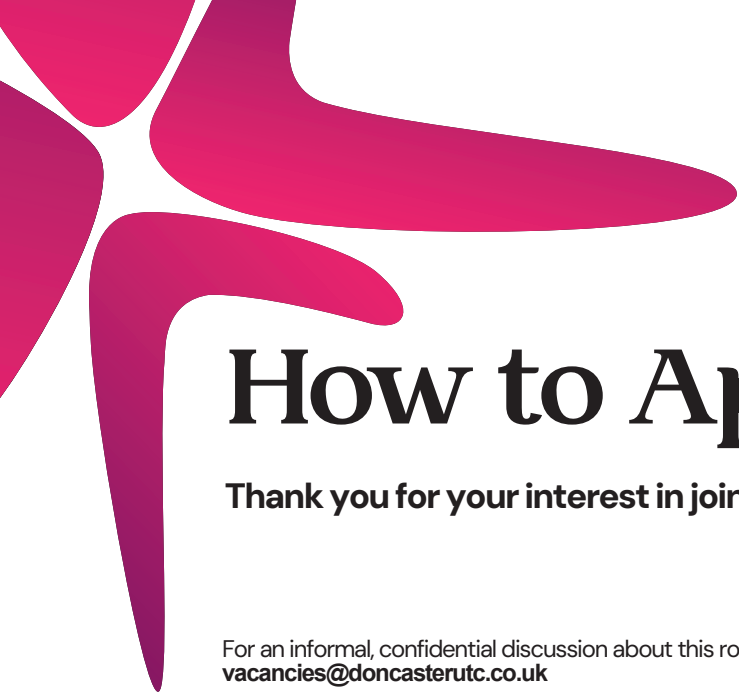
Person Specification

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Education:	Essential	Desirable
I Demonstrates a good standard of literacy and numeracy, evidenced by GCSE English and Mathematics at grades A–C (9–4) or equivalent qualifications	✓	
I Evidence of continuous professional development		✓
I Willingness and ability to obtain and/or enhance qualification and training for development in the post as and when appropriate	✓	
Experience:		
I Significant experience of working in an administrative management role	✓	
I Experience of leading and managing a team	✓	
I Experience of implementing, reviewing and improving administrative systems and procedures	✓	
I Experience of managing multiple priorities and meeting deadlines	✓	
I Experience of customer service and stakeholder engagement	✓	
I Experience of working within an educational setting		✓
I Experience of admissions administration.		✓
Knowledge and Understanding		
I Understanding of effective office and administrative management practices	✓	
I Understanding of data management and record keeping requirements	✓	
I Knowledge of safeguarding responsibilities within an educational environment	✓	
I Knowledge of GDPR, confidentiality and information governance requirements	✓	
I Knowledge of school admissions processes		✓
I Knowledge of school management information systems (MIS) such as Arbor, SIMS or Bromcom		✓
Skills and Abilities		
I Excellent leadership and people management skills	✓	
I Strong organisational and planning skills	✓	
I Excellent interpersonal skills	✓	
I Ability to prioritise workload and manage competing demands	✓	
I Ability to build positive relationships with staff, parents, students and external stakeholders	✓	
I Excellent written and verbal communication skills	✓	
I High level of accuracy and attention to detail	✓	
I Confidence in challenging and influencing where appropriate	✓	
I Advanced ICT skills, including Microsoft Office applications	✓	
I Ability to work independently and use initiative	✓	



How to Apply...

Thank you for your interest in joining BFLPT.

For an informal, confidential discussion about this role, please email
vacancies@doncasterutc.co.uk

The closing date for applications is **9am on 7 August 2026**

Interviews are scheduled **12 August 2026**

Applicants are advised to read the Recruitment Pack carefully, in conjunction with the job description and person specification, prior to submitting an application.

To apply, please submit:

- A completed application form
- A supporting letter
(maximum two A4 pages) outlining:

- Your motivation for applying
- How you meet the person specification
- The experience, skills and qualities you
would bring to the role

To begin your application, please follow the link on our Trust website: [Brighter Futures](#)

If invited to interview, where modifications/reasonable adjustments are required for a disability, it is the candidate's responsibility to notify the school/Trust in advance.



BFLPT is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (Company number 07939747) whose registered office is at Hungerhill Lane, Edenthorpe, Doncaster DN3 2JY



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