

Application Pack

Office Manager

Start date:

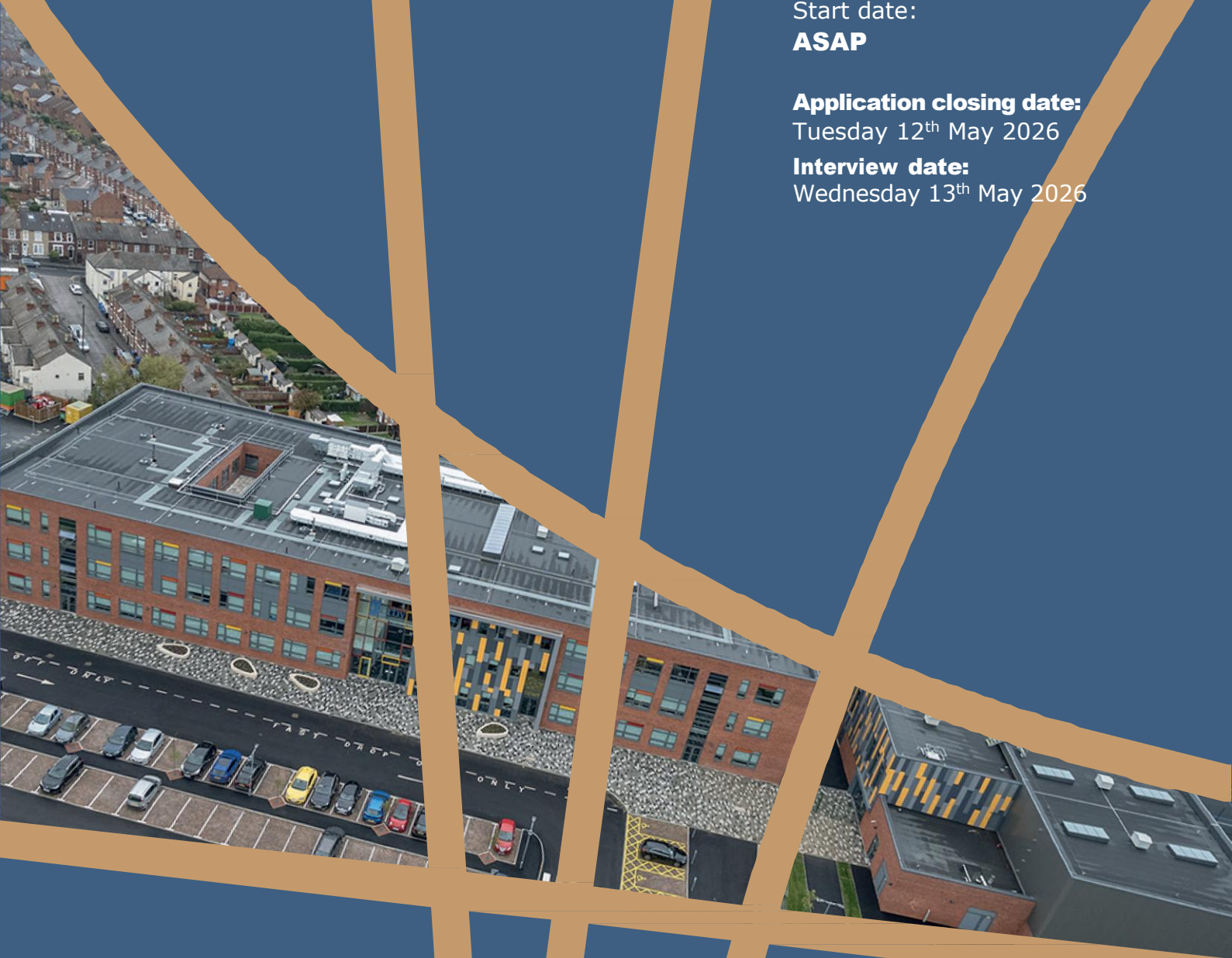
ASAP

Application closing date:

Tuesday 12th May 2026

Interview date:

Wednesday 13th May 2026



Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am delighted to welcome you to Derby Cathedral School, where I am proud to serve as Headteacher. Our school is a vibrant, values-led community built on high expectations and a belief that every child can achieve remarkable success. Inspired by John 10:10 - "I have come that they may have life, and have it to the full", we are committed to ensuring our students experience life in all its fullness.

Learning here is shaped by both rigour and joy. Through our FAITH values, we set ambitious standards for behaviour and academic achievement, knowing that with clear structure, dedication, and support, every student can excel. Alongside academic challenge, we nurture character - fostering curiosity, resilience, and integrity so that our students grow into capable and compassionate contributors to society.

Our aim is simple: to help every young person flourish - academically, personally, and spiritually so they leave us with the knowledge, character, and confidence to shape their world for the better.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Andy Brown
Headteacher

School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness' (John 10:10)

Job Description

Job Details

Job title: Office Manager

Reports to: School Business Manager

Hours of work: Full time – 37 hours per week - 40 weeks per year, Term Time plus 1 week

Salary: NJC Points 18-22. £31,357 to £33,699 full-time equivalent (actual pro rata salary £27,261 to £29,298 per annum)

Job Purpose: To contribute to and manage the administration, reception and reprographics functions of a busy Secondary school.

As per the updated guidance in Keeping Children Safe in Education 2023, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.

Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Job Description

Main duties/responsibilities

- To manage the day-to-day office and administration function of the school, allocating work and resolving workload issues as appropriate.
- To line lead the administrative/office/reception team, including assisting with new staff induction to ensure the school office is organised efficiently and that the enquiries email account is regularly monitored.
- Participate in the development of the administration/office/reception team by supporting training and coaching as appropriate.
- Maintain the school calendar, diary and meeting room bookings and arrange hospitality where required.
- Organise the scanning of all students' records into the school MIS (Management Information System).
- To regularly monitor and review standards within the team to ensure the provision of a high-quality service to children, parents, visitors, staff and other key stakeholders.
- Ensure impeccable standards are maintained both front of house and through the school website. Manage and update school website content.
- Support relevant teaching staff who lead on Social Media by updating accounts and checking content.
- Build effective and collaborative working relationships with internal and external stakeholders, sharing best practice and knowledge.
- Contribute to the development of admin policies and procedures.
- Management of the schools policy database and review system, ensuring all policies are reviewed in a timely manner by Governors, stored and shared appropriately.
- Participate in staff training, other learning activities and performance development as required.
- Participate in the development and review of Emergency Evacuation and lockdown procedures in relation to reception and admin teams.
- Act as the main point of contact for mass communication to parents and carers via SMS and email.
- Ensure that safeguarding and welfare of children is considered at all times.
- Collating and issuing regular bulletins to staff.
- Collating and issuing regular newsletters for parents/carers.
- Organisation of lost property and replacement uniform
- Support the Business Manager in the collation of information for Subject Access Requests and Freedom of Information requests.

Job Description

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • 5 A* - C grade GCSEs or equivalent including English and Maths 	<ul style="list-style-type: none"> • Formal Administration Qualification • An up-to-date first aid certificate. • Safeguarding training
Experience	<ul style="list-style-type: none"> • Use of ICT applications including word processing, spreadsheets, email, desktop publishing etc • Administrative experience • Able to maintain strictest confidentiality and integrity at all times • Experience of line management • Experience of working in a team 	<ul style="list-style-type: none"> • Experience of working in a School Environment
Knowledge and skills	<ul style="list-style-type: none"> • Highly organised and efficient in managing a diverse workload with competing priorities Ability to work to tight deadlines • Sensitivity in collaborative work with colleagues • Good written and verbal communication skills with resilience that enables accuracy and attention to detail, • Able to relate well to all stakeholders • Proactive and able to work under own initiative • Ability to organise, lead and motivate other staff • Able to exercise judgement and discretion 	<ul style="list-style-type: none"> • Knowledge of the educational landscape in terms of policies, statutory duties and safeguarding

Person specification – continued

	Essential	Desirable
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Excellent time management and organisation skills. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities • A commitment to ensuring the safeguarding of students, colleagues and visitors. • A commitment to supporting others. • An excellent understanding of confidentiality. • A warm, engaging and transparent personality. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Committed to promoting high quality and consistent practices. • Dedicated to their professional development and achieving desired qualifications. • Committed to contributing to the wider school and its community. • Professionally assertive and clear thinking. • A good team player, with the ability to also work using their own initiative. • Willing to go the extra mile. • Be of smart appearance 	<ul style="list-style-type: none"> • Flexibility – occasionally working hours might be changed, e.g. for parents evening, after school events such as Fayres, international evening.