



# Office Manager

## Candidate Pack



**BELMONT  
ACADEMY**



**Start Date: February 2026**

**Location: Erith**



## Welcome letter from our Deputy CEO

Belmont Academy is looking for a highly organised and efficient full-time Office Manager. The successful candidate will possess a commitment to high quality service delivery and the ability to lead a well established school office

Belmont is a mainstream primary school in the London Borough of Bexley, with a virtual Resource Provision for pupils with a visual impairment, physical disability and/or medical need. The school converted to an academy in April 2019 and joined London South East Academies Trust.

Belmont Academy is a popular, oversubscribed school that serves a diverse and growing community. As a two-form entry school with a part-time Nursery provision for 26 pupils, the school continues to be a 'Good' school following its Ofsted inspection in July 2023, providing an exceptional learning experience to all of its pupils'.

Belmont Academy can offer the successful candidate the opportunity to work within a supportive and welcoming environment, develop a wide range of new skills and experience along with training and expertise from London South East Academies Trust (LSEAT). Our Office Manager will need:

- A positive and dynamic attitude and approach to service delivery;
- An organised and professional manner that ensures the smooth and efficient running of the office to support the operation of the school;
- Knowledge and experience of administrative functions and systems;
- Excellent communication and interpersonal skills.

At Belmont Academy we can offer the successful candidate an opportunity to:

- Make a real difference to the lives of our children;
- Develop within a successful primary school and multi-academy Trust, working as part of a team including a stable leadership team;
- Work within a school and Trust that is committed to staff wellbeing and actively support and promotes a positive work/life balance;
- Access to high quality CPD and the opportunity to develop skills.

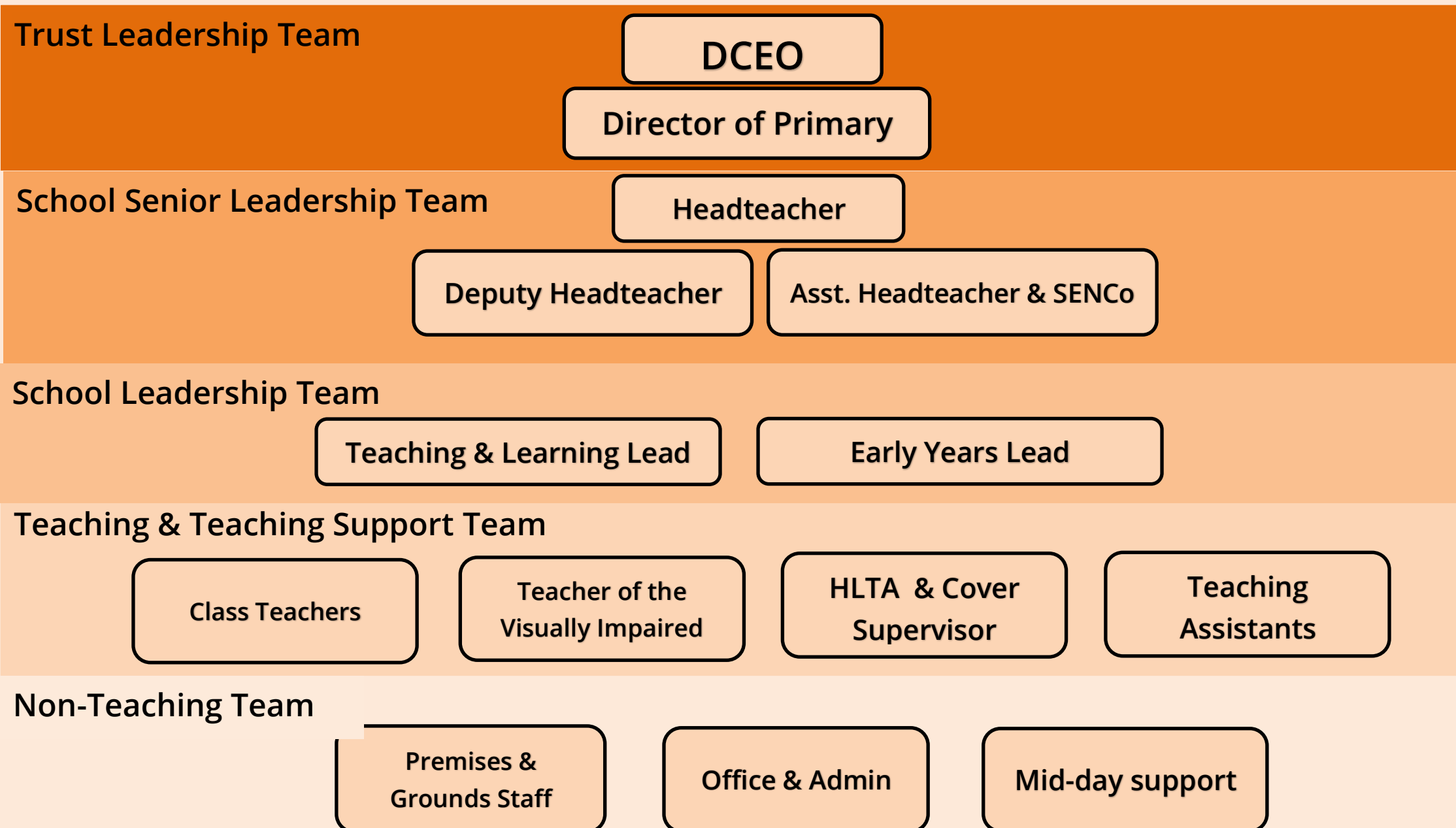
As part of London South East Academies Trust (LSEAT), the school benefits from the trust-based systems that have been successfully embedded as well as support, guidance and expertise.

London South East Academies Trust is a thriving multi-academy trust that prides its self on providing outstanding education and training for children and young people while supporting schools to retain their identity and community. The Trust has had sustained growth in the South East and its continued growth will add additional expertise, support and progression opportunities in the future.

Neil Miller  
Deputy CEO



# Staff Structure



# Job Description

<b>Job Title:</b>	<b>Office Manager</b>
<b>Salary:</b>	<b>H27</b>
<b>Contract type:</b>	<b>Permanent, full-time (37 hours per week, 44 weeks per year)</b>
<b>Reporting to:</b>	<b>Head Teacher</b>

Belmont is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks. Belmont is committed to creating a diverse workforce and will consider all qualified applicants for employment.

## **Core Requirement of the role:**

The Office Manager is responsible for overseeing the daily administration of the school office. They are also responsible for all administrative, admissions and organizational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services. They will also provide assistance to the school's leadership team, notably the Headteacher.

## **Organisation:**

- Supervise the day-to-day work of the administrative function of the school office.
- Contribute towards the planning, development and organisation of the support service systems, procedures and policies.
- Manage, supervise, train and develop administrative staff as appropriate.
- Oversee and manage all incoming and outgoing correspondence ensuring communication is timely, accurate and professionally presented.
- Maintain secure record keeping systems both digitally and paper-based, in line with GDPR and data protection legislation.
- Collaborate positively and effectively with wider Trust staff.

## **Administration & Management:**

- Manage manual and computerised record/information systems, including IT packages and liaison with IT support.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Provide administrative and organisational support to leadership staff and where required, wider staff.
- Oversee and organise the management of admissions procedures in line with Bexley Local Authority Admissions Policy.
- Manage the induction process for new children and staff.
- Where required, manage training and CPD for staff including up-keeping records.
- Manage the administration of recruitment, including advertising, collating documentation, medical clearance, and DBS checks.
- Manage the Single Central Record and staff HR files.
- Produce and respond to correspondence aligned to the school's expectations.
- Manage administrative staff performance through line management and performance management.
- Be responsible for the completion and submission of the termly and annual census.
- Collate monthly staff overtime, cross checking for accuracy and submitting.

~ Resilient ~ Respectful ~ Kind ~ Honest ~ Responsible ~

# Job Description *continued*

## Qualities:

- Build positive and respectful relationships across the school community.
- Model excellence and demonstrate a commitment to high quality service delivery.
- Understand the importance of working together as a team.
- Be able to lead a team effectively ensuring a collaborative working approach is adopted whilst being able to hold staff to account when needed.
- Maintain confidentiality in all circumstances.
- Uphold public trust in the school and maintain high standards of ethics, behaviour and professional conduct.
- Serve in the best interests of the school's pupils.

## Professional Development:

- Engage with appropriate training opportunities to promote professional effectiveness in the role.
- Contribute to the professional development of office staff.
- Actively engage and contribute to the performance management process.
- Contribute and support the overall achievement of the school's development areas in line with the School Development Plan.

## Communication:

- Demonstrate highly effective communication skills with all stakeholders.
- Develop effective positive working relationships with colleagues.
- Consider the views of both pupils and parents and respond appropriately.
- Feedback to relevant leaders any key points or actions from parent or stakeholder correspondence.
- Welcome parents, pupils and visitors to sustain the effective development of stakeholder relationships.
- Use direct face-to-face communication in the workplace to promote open dialogue where possible.
- Assist with marketing and promoting the school.

## School & Trust Culture and Ethos:

- Be committed to safeguarding and promotion of the welfare of children.
- Comply with the policies and procedures developed by the school and Trust.
- Ensure a culture of professionalism.
- Develop an office team that delivers and meets the needs of the school.
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and processes are in place on entry/exit.
- Ensure that all members of the office present, at all time, a positive image of the school and Trust to all staff, parents and visitors both internally and externally.
- Recognise own strengths and areas of expertise and use these to support others.
- Promote equal opportunities within the school and seek to ensure the implementation of the school's equal opportunities policy.
- Actively support and deliver the school's vision and values.



*'Better together, together achieving'*



Attributes	Essential	Desirable	Evidence
<b>Education, Training and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent in English and Maths.</li> <li>Willing to undertake training relevant to the role.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of relevant further professional development related to role.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>Experience working within a busy office environment.</li> <li>Experience engaging with parents/carers, stakeholders.</li> <li>Experience using Microsoft Office packages, Google Drive</li> <li>Knowledge of MIS including Arbor</li> <li>Experience managing school administration related to HR and absence and maintaining personnel records.</li> <li>Knowledge and experience of managing a school single central record or similar system.</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a school office.</li> <li>Leading a staff team or working at a senior level.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Reference</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Understanding of equal opportunities prevalent to education and how these are effectively addressed;</li> <li>Ability to provide a first point of contact service for visitors, staff, parents and pupils.</li> <li>Strategic planning and thinking;</li> <li>Anticipate problems, develop creative solutions;</li> <li>Listen to and reflect on feedback from others;</li> <li>Excellent communication skills and high levels of oral, written and ICT skills;</li> <li>Able to build and maintain positive relationships with the office staff team as well as pupils, parents and other staff members and stakeholders;</li> <li>Ability to organise, lead and motivate staff.</li> <li>Warm and approachable manner and the ability to relate to a wide range of stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of procedures and regulations relevant to leading a support function.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> <li>Specific tasks at interview (written task, discussion, presentation)</li> </ul>
<b>Drive and Ambition</b>	<ul style="list-style-type: none"> <li>Ambitious for the school and self;</li> <li>Commitment to the promotion of the school aims, values and ethos;</li> <li>A solution focussed mind-set and determined approach using initiative and independence;</li> <li>Positive outlook and attitude; a lively, creative and good humoured approach;</li> <li>Genuine concern for the welfare of staff and pupils.</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Able to work under pressure, high levels of resilience and manage own workload;</li> <li>A strong sense of loyalty, integrity, enthusiasm and dynamism with a desire to work collaboratively within a team;</li> <li>A strong sense of professionalism, commitment to upholding standards and setting an appropriate example;</li> <li>Excellent attendance and punctuality;</li> <li>An understanding of and commitment to Belmont and LSEAT Trust policies.</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>

## How to apply:

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form please contact:

**Sue Gonzalez, Belmont Office Manager: [susan.gonzalez@belmont.lseat.org.uk](mailto:susan.gonzalez@belmont.lseat.org.uk) or 01322 432057.**

Visits to the school are encouraged and can be arranged by contacting the school on the number shown above or via the general office email address: [office@belmont.lseat.org.uk](mailto:office@belmont.lseat.org.uk)

Closing date: Friday 9<sup>th</sup> January 2026

Interviews: Friday 16<sup>th</sup> January 2026

