



THE STONEHENGE SCHOOL



Office Manager Application pack

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WELCOME FROM THE HEADTEACHER

At the Stonehenge School we believe that there is no limit to any student's potential. We aspire to develop a positive learning community in which effort, participation and achievement are valued.

Striving for excellence, we aim to create an outstanding school where students are happy, healthy and given opportunities to exceed their expectations. Enriched by history and culture, Stonehenge is a school for the future.

The school is increasingly popular and to cater for a rapidly expanding roll we have had a state-of-the-art extension providing 23 additional classrooms, and a brand-new performing arts block to replace our older, original accommodation. We are now in a position where the facilities are some of the best in Wiltshire and ensure that we are able to provide the very best education for the pupils that we serve.

Applications for entry into Year 7 have been over-subscribed in each of the last three years, and we are ever closer to reaching our full capacity of 1120 pupils.

The school community is important to us, meaning that we have strong relationships with our students, and a collegiate supportive atmosphere within staff.



PERSONALISED PROVISION

Our pedagogical approach is centered around the 'Cornerstones' of our teaching and learning approach, with assessment built around a 'milestone' structure. All of which is based around research-driven approaches that ensure effective progress whilst also maintaining sustainable workloads for staff.

At Key Stage 3, key skills and knowledge are assessed using our 'I can' system, allowing teachers and students to keep track of their learning and progress. Students are given the flexibility and ownership to design their own option choices towards the end of Year 8, meaning that students study the curriculum that they choose, whatever their ability, allowing them to

Striving for excellence, exceeding expectation.

fully realise their future aspirations. At Key Stage 4 students are offered the full Ebacc, and the importance

of taking a humanities and a language is discussed with parents as part of the options process. A variety of vocational courses are also offered to allow for development towards particular careers, or the pursuit of individual interests.

PREPARING FOR THE FUTURE

Qualifications are highly important, and our examination results reflect our commitment to this. However, school is also about preparing students for their future career and roles in the larger community. Students are offered many opportunities to develop team working and leadership skills. The prefect team in Year 11 is led by the Head Boy, Head Girl and their deputies. Students can initiate projects and share decision making through an active School council and the House system.

Careers guidance is provided throughout all years. A large number of students enjoy taking part in activities throughout the school year, including drama productions and musical concerts. We have excellent sporting facilities on site and at Amesbury Sports Centre, as well as exclusive use of the 22 acre playing field on Holders Lane. We run many sports teams and offer a number of extra- curricular sporting clubs, including rugby, netball, hockey, football and cricket. Trips and visits are run regularly; Year 9 can visit Pencelli Activity Centre in Wales and older students may take part in the annual ski trip to Europe. There are regular Geography field trips and the Languages department arrange annual visits to France or Germany, as well as an extensive and growing list of residential trips across the curriculum.

The latest Ofsted inspection took place in September 2022 and concluded that... “The Stonehenge School continues to be a good school” and that “pupils like coming to school”. They explored the “clear vision (that we have) for the school’s next steps” and the “broad curriculum that (is) in place for every pupil”.

A recent evaluation by the Local Authority reported that ‘there is a positive and respectful school culture where the staff know and care for the students’ and the ‘leaders have a clear consistent vision which is realised through strong, shared and owned values and practice’, and praised the emphasis that we place on developing our staff.

I look forward to welcoming applications from you,

Mrs CA Dean

Headteacher

About our Administration Team

At the heart of our school is a dedicated Administration Team, committed to delivering exceptional support to students, staff, parents, and visitors every day. This core team includes three Reception Administrators, a Medical Administrator/Student First Aider, and an experienced Attendance Officer — all working together to ensure the school runs smoothly, efficiently, and with a strong focus on communication, organisation, and care.

Based in our new, state-of-the-art Upper School building, the team benefits from a modern reception area and shared administrative offices. They work closely with our wider administration staff, including the School Business Manager, Finance Officer, Head's PA, HR Administrator, SEND Administrator, and Data Manager. Together, they form a collaborative, skilled, and supportive group with a strong shared commitment to excellence.

We are now seeking a highly capable and experienced Office Manager to lead this dynamic team. The successful candidate will bring strong leadership and organisational expertise, a proactive mindset, and the ability to inspire confidence and professionalism across all areas of school administration.

This is a fantastic opportunity to take on a key role in a thriving school — making a real impact by ensuring our busy office continues to deliver outstanding service and support to our entire school community.

Further details including an advert for the Office Manager role, a job description and person specification can be found in this booklet.

Office Manager Job Advert

The Governors of The Stonehenge School are seeking to appoint a highly organised, proactive and experienced Office Manager to lead our busy administration team at this thriving secondary school.

Our Admin Team is the central hub of the school providing exceptional support to students, staff, parents and visitors every day. The team includes three Reception Administrators, a Medical Administrator and an Attendance Officer, all dedicated to ensuring the smooth running of the school.

We are now looking for a confident and capable leader to oversee and continue to develop this team, ensuring that high standards of efficiency, communication and professionalism are maintained at all times.

The successful candidate will:

- Have significant experience of working in a busy administrative environment, ideally within a school or similar setting.
- Possess excellent leadership, communication and organisational skills.
- Be confident managing a range of administrative functions including reception, student records, and medical/first aid administration.
- Demonstrate strong IT skills and the ability to implement and improve office systems.
- Be calm, approachable and professional when dealing with students, parents, staff and visitors.
- Uphold the school's values and contribute to its positive, supportive culture.

A relevant qualification at Level 3 or above in Business Administration, School Business Management or a related field is desirable, alongside GCSEs (or equivalent) in English and Maths.

This is an exciting opportunity for someone who thrives in a fast-paced environment and enjoys leading a dedicated team that makes a real difference every day.

What we can offer you:

- A generous Local Government Pension Scheme
- Free parking
- A friendly working environment
- Good induction procedures

Visits to the school are strongly encouraged, ideally in advance of submitting an application. Our site is large and the role is wide-ranging, so visiting will give prospective applicants valuable insight into the scale and scope of the position. It also enables us to meet you and discuss the role in more detail. To arrange a visit or tour of the site, please contact Mrs S Findley on 01980 623407.

Application form and further details are available from the school website. This should be returned to Mrs D Harker, The Headteacher's PA, The Stonehenge School, Holders Road, Amesbury, Wiltshire, SP4 7PW by the closing date.

Closing date: Friday 5th December at 9.00am

Interview date: Tuesday 16th December

The Stonehenge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check.

Office Manager Job Description

Salary:	Wiltshire Grade G 12 -14 - £26,281 – £28,051 (actual salary)
Hours:	Mon – Thurs 8.00am – 4.00pm and Fri 3.30pm
Contract:	Term time only (39 weeks) plus 2 additional weeks to be worked during the first week and the last week of the summer holidays to prepare for the new academic year.
Start Date:	26 th January 2026
Responsible to:	Business Manager
Contract Type:	Permanent

THE ROLE:

To lead and manage a team of up to 5 office staff to provide efficient and professional administrative support across the school. Support the School Business Manager with Health & Safety and help improve school office systems and procedures.

KEY RESPONSIBILITIES:

Team Leadership & Administration

- Manage and support office staff (Reception, Reprographics, First Aid)
- Organise daily tasks and prioritise workload for the office team
- Conduct staff performance reviews and training
- Hold regular meetings with the School Business Manager
- Handle main school emails and website queries promptly
- Assist with admin support for teaching staff and departments

Events & Coordination

- Prepare Year 6 folders and support Primary Taster Days
- Work with Deputy Headteacher on the Parent Expectations Handbook.
- Organise Parents' Evenings (room bookings, safeguarding paperwork)
- Produce and update the school calendar and attend meetings

Systems & Reporting

- Manage SIMS data, create reports, and maintain accurate student records
- Support Year 6 to 7 transitions and timetable updates
- Manage confidential safeguarding reports and pupil retention records
- Respond to parent queries about pupil progress and school systems

Training & Staff Support

- Oversee training and induction of new admin and support staff.
- Manage staff access to systems like Papercut and Sign-In
- Keep the Staff Handbook updated online

Transport & Uniform

- Coordinate school transport with Wiltshire Council and others
- Manage Free School Meals applications and records

- Run the school's second-hand uniform shop

Medical & Health & Safety

- Lead contact for medical issues, liaising with the school nurse and handling first aid
- Organise medical training and manage health risk assessments
- Oversee accident reporting and safety procedures
- Manage the school's first aid supplies and trip medical lists
- Maintain the site key log and evacuation systems

Exams & Lettings

- Support secure handling of exam papers
- Coordinate lettings enquiries, bookings, and compliance checks

Other Duties

The list of duties as above is not exhaustive. The post holder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Creativity and Innovation (i.e. Problem Solving)

The job holder works within a general framework of recognised procedures, but develops systems to improve processes in respect of all duties.

Supervision and Management

The job holder undertakes first line supervision for up to five staff.

Key Contacts and Relationships

Head Teacher and Senior Leadership Team - Routine information relating to pupils

School Business Manager - Line manager

Teachers – Pupil information

Caretaker – Premises maintenance

Wiltshire Council- financial admin, health and safety, Local Authority returns

Suppliers/Contractors – maintenance, organising, inducting to site

Parents/Guardians - Appropriate correspondence, dealing with sensitive issues, admission enquiries, pupil welfare

Health Professionals - health screening

Resources

The jobholder is required to use school resources carefully but is not personally accountable for their security.

Working Environment

The job is normally subject to interruption, e.g. from visitors or telephone callers, pupils and

staff and occasionally this leads to the jobholder switching to a different programme of tasks. There is occasional background noise from pupils. The jobholder has contact with the general public and this may be on contentious matters.

Knowledge and Skills

The jobholder needs the ability to undertake a variety of advanced tasks relating to administrative support involving the application of rules and procedures e.g. on attendance recording and reporting, requiring a detailed level of knowledge and skills in preparation and control and the development of office processes, knowledge and skills in IT applications, development of recording and administrative processes, and dealing sensitively with students and parents.

Office Manager Person Specification

Qualifications & Training

Essential:

- Good general education to at least GCSE level (or equivalent), including passes in **English** and **Mathematics** (for example Grade 4/C or above).
- Evidence of ongoing professional development (e.g., administration, business or management training).

Desirable:

- A Level 3 qualification (e.g., NVQ 3, Diploma) in Business Administration, School Business Support, or a similar relevant field.
- A Level 4 qualification in School Business Leadership (or equivalent) or membership of an appropriate professional body.
- First Aid certification (or willingness to obtain).
- Training or certification in HR, safeguarding, health & safety, or data protection.

Experience

Essential:

- Significant professional experience (typically **at least 3-5 years**) of working in a busy administrative environment.
- Experience of supervising/line-managing a small team of administrative staff.
- Proven experience of handling a broad range of administrative and organisational responsibilities (e.g., reception/front-of-house, office systems, records, communications).
- Experience of working with sensitive/information-rich environments – e.g., confidentiality, safeguarding, dealing with students, parents/carers and staff.
- Competence in using office software (Microsoft Office: Word, Excel, Outlook) and willingness/ability to learn school information & management systems (such as SIMS or equivalent).

Desirable:

- Previous experience in a school or educational environment (secondary school preferred).
- Experience of medical/first-aid processes, and/or student support services.
- Familiarity with data protection regulations, GDPR and safeguarding protocols specific to schools.

Skills and Knowledge

Essential:

- Excellent written and verbal communication skills, with the ability to interact with a wide range of stakeholders including pupils, parents/carers, staff and external agencies.

- Highly organised, with strong planning, prioritising and problem-solving abilities; able to manage own workload and coordinate that of others under pressure and to deadlines.
- Leadership capability: able to motivate, support, direct and develop the administrative team to deliver high-quality service and maintain high standards.
- Attention to detail, accuracy and integrity, particularly in managing records, data and confidential information.
- Strong IT literacy: competent in Word/Excel/Outlook, comfortable learning new systems, ideally experience with school management information systems.
- Good understanding of customer service: front-of-house professionalism, approachable, calm, helpful and solutions-oriented.
- Understanding of safeguarding, child protection, confidentiality and how they apply in a school context.
- Ability to adapt to changing circumstances, flexible approach and resilience.

Desirable:

- Knowledge of Wiltshire school staffing structures, attendance protocols, medical procedures in schools, and/or local authority requirements.
- Skills in business continuity planning, risk management or project management.
- Ability to use data and performance metrics to support decisions and improve office/administrative processes.

Personal Qualities

- Professional demeanour: reliable, punctual, proactive, discreet.
- Team-orientated but able to work independently, take initiative and exercise judgement.
- High level of integrity and confidentiality; commitment to safeguarding the welfare of children and young people.
- Friendly, approachable and calm under pressure; able to diffuse issues and maintain a positive working environment.
- Committed to continuous improvement: eager to develop personally and to develop the team and systems.
- Commitment to the ethos, vision and values of the school; inclusive approach and respect for diversity.

Other Requirements

- Enhanced DBS clearance (required for working with children).
- Eligibility to work in the UK.
- Willingness to undertake further training as required (e.g., first aid, safeguarding, IT systems).
- Flexibility to attend occasional evening meetings or events outside core hours (as the office manager role may require).
- A clear understanding of your personal responsibility for safeguarding children in line with statutory guidance (e.g., KCSIE).