



St Osmund's
CE Middle School
Hope · Community · Respect · Love

Office Manager Grade 8

St. Osmund's C.E. Middle School is an over-subscribed Middle School for Years 5 – 8, located in the thriving county town of Dorchester. The school is proudly part of the Wessex Multi Academy Trust and is recognised by Ofsted as Good in all areas (2022).

We are a Church of England School built upon the Christian values of hope, community, respect and love.

We are seeking an energetic and flexible School Office Manager. This role is at the heart of our school. You'll manage an office team of six, including managing workload distribution and liaising with the wider staff team, parents and pupils. The role will also include: general administration, leading our social media presence and supporting our Senior Leadership team.

The successful candidate will have a passion for education, ambition, and the capacity to collaborate effectively within a strong team of staff.

This is a varied and busy role which will offer many different challenges and the opportunity to lead on different initiatives that contribute to improving outcomes for all of our pupils.

The successful candidate will:

- Lead an administrative team in the delivery of admin support and services to staff, pupils and parents.
- Lead our social media presence.
- Act as the first point of contact for parents, visitors and external agencies.
- Oversee all administrative systems within the school, ensuring efficiency and compliance.
- Will use systems such as Arbor and Access Finance.
- Manage complex data and information whilst ensuring that systems are kept up to date.
- Have experience in office administration, ideally in a school setting or similar.
- Have experience of using Microsoft Office and complex databases with excellent IT skills.

This is a part time role for 35 hours per week and hours can be flexible. The role is Monday to Friday term time only plus 5 days

At St. Osmund's CE Middle School we have:

- A Christian vision and values which underpin all our work,

Head of School: Mr G Biddle BSc NPQH
St Osmund's CE Middle School A Church of England Academy
Barnes Way, Dorchester, Dorset, DT1 2DZ
Tel: 01305 262897
Email: office@stosmunds.dorset.sch.uk
Website: www.stosmunds.dorset.sch.uk

Leadership Team
Mr S Beet BA
Mrs C Carter-Miles BSc NASENCO
Mrs S Farmer BA NPQSL
Mrs C Minhinick BEd NPQSL
Mrs R Golledge DSBM
Mrs L Staddon BA NPQSL



- Pupils who are motivated and love their school,
- A safe school where young people and staff feel that they belong,
- First middle school nationally to become a **When the Adults Change Partner School**,
- A relationships policy which secures good behaviour for learning,
- A living and breathing celebration of diversity in all school life,
- Staff who work collaboratively to allow all pupils to achieve their potential, contributing positively to the world,
- Eco-Schools Green Flag (with Distinction),
- Fantastic resources, buildings and grounds which form a stimulating working environment,
- A happy school where a sense of humour is welcomed!

Visits to the school are encouraged. Please contact Mrs Golledge via rgolledge@stosmunds.wessex.ac to arrange a visit.

An information pack can be found here: [Recruitment pack](#)

Applications should be made via the Dorset Council jobs portal:

<https://www.jobs.dorsetcouncil.gov.uk/vacancies/vacancy-search-results.aspx>

We are unable to accept CVs.

Closing date is Thursday 7th January, interviews will be held Wednesday 14th January.

St. Osmund's C.E. Middle School values the diversity of our workforce and welcomes applications from all sectors of the community.

We are committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. The successful candidate will be required to have a Disclosure and Barring Service check in line with the Governments safer recruitment guidelines.

The pro rata salary shown is based on the number of hours and weeks worked and includes appropriate paid annual leave and bank holiday entitlements.

This role is UK based and your Right to Work will need to be established as part of the appointment process

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

Keeping Children Safe in Education

The school will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious

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bias and any risk of discrimination, a person who will not on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

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