



Olive Academies

Office Manager

OA – North View, Tilbury

- NJC spinal point 26 – 33 FTE £36,124 - £42,708 Actual £35,139 - £41,383
- Term-time plus four weeks
- Local Government Pension Scheme
- OA benefits package

To arrange an informal discussion or to visit us,
please phone 01708 592717

[Apply now](#)

Olive Academies is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. To this end, both an Enhanced Disclosure and Barring Service check and a Barred List check are required for this role. We particularly welcome applications from under-represented groups.

About OA – North View

Just forty minutes from central London by train, OA – North View is a brand new SEMH provision, which is due to open in September 2025. This school will support up to 30 learners with social, emotional and mental health needs, providing a broad and balanced curriculum.

Alongside this, we will also offer bespoke support for our pupils' mental health and wellbeing and help for pupils to understand themselves and their emotions. We will be driven by a fully-inclusive philosophy and we want to empower our learners to realise their full potential so that they can take their space successfully in the wider community. We will:

- give pupils real-world experiences
- deliver outstanding learning and teaching
- offer rigorous and high-quality critique and feedback of pupils' work
- develop dynamic leadership – including staff and pupil leadership
- maintain a culture of respect
- create a pathway to post-16 education, employment or training

This is your chance to improve the education, and lives, of some of the most vulnerable children and young people in Tilbury, Essex.

If you have the experience and enthusiasm to make a lasting difference to the pupils we support, we would love to hear from you.

Thank you for your interest.

Kerry Geary

Head of School



Office Manager
OA – North View

“I have never worked anywhere like Olive. **Staff work as a collective** and there is **so much support and enthusiasm** to make THE difference. I see colleagues caring so much and they have a relentless drive to support students.”

“The education we provide is **so much more than a subject**. For some of our young people we are the only constant trustworthy adult in their life.”

“Knowing that **we can make a difference** to the pupils when they have been failed in other settings is **hugely motivating**. The look of pride of a 14 year old’s face when he realises he can read is amazing and then hearing from others how this really has opened up a curriculum for him is **something I had never experienced before**.”

“Everyone’s **ideas and experience is genuinely valued**, no matter your role.”

“I like having to **think outside of the box** and **adapt my ways of working**, whether that’s teaching phonics whilst playing with small world or practising times tables when playing football! I enjoy every day at Olive.”

Job description

We are looking to appoint a dedicated office manager to manage and oversee the school's front office and administration. The successful candidate will be responsible for overseeing daily office operations with a commitment to creating an excellent office experience for internal and external visitors while ensuring the highest levels of hospitality and experience are maintained. Responsibilities include:

- carry out administrative duties to support the efficient and effective running of the school
- act as a personal assistant to the head of school
- line manage, and performance manage, the administration staff
- work with the Senior Leadership Team and the HR Manager to provide administrative support for the recruitment and induction of staff
- plan, manage and monitor budgets, maintaining accurate records to support financial planning
- oversee the school's probationary and performance management processes, ensuring that reviews are completed in a timely manner
- maintain accurate and up-to-date records including but not limited to personnel files, staff absence, support staff, DBS checks, the Single Central Record and safeguarding compliance, ensuring proper and effective use of school systems and processes
- maintain oversight of the school's HR policies and procedures, ensuring these are being adhered to
- use the 'Dare to be Olive' approach to ensure that high expectations for behaviour are maintained
- act on child protection concerns immediately; read, understand, and implement OA's safeguarding policy and procedures, and Keeping Children Safe in Education
- be a role model for our students, showing leadership, resilience, and empathy
- coach a group of students, mentoring them through their time at the school
- work with parents, carers, schools, and outside agencies to ensure each student's needs are best met
- fulfil wider professional responsibilities
- support the trust's values and ethos by contributing to the development and implementation of policies, practices, and procedures
- work closely with staff, parents/carers and our students to deliver our strategic vision and help make our ambitious plans for the school a reality

Note: The duties above are neither exclusive nor exhaustive and the post holder may be required by the head of school to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

Measurements: A = Application, I = Interview, R = Reference, T = Task

Qualifications and Training

Level 2 Mathematics and English or equivalent	A	Essential
Relevant qualification e.g., PA Diploma, NVQ III Business Admin	A	Essential
A Level or equivalent	A	Desirable

Experience

Previous experience of working within a similar role	A	Essential
Previous experience of working in a school environment	A, I	Desirable
Previous experience of working with a MIS database such as SIMS or Arbor	A, I	Desirable
Experience of working collaboratively with others	A, I	Essential

Knowledge

Detailed knowledge of IT systems; competent user of Office 365 (Word, Excel, SharePoint), computerised accounting systems and management information systems	A, I, T	Essential
An understanding of disadvantage and working in challenging environments	A, I	Desirable
Knowledge of safeguarding procedures	A, I	Desirable

Skills and Abilities

Strong analytical, strategic, interpersonal and thinking skills	A, T, I	Essential
An ability to handle confidential material sensitively	A, I	Desirable
Excellent interpersonal and communication skills, and the ability to form strong relationships with all stakeholder groups (pupils, parents and carers, colleagues, external agencies, wider community etc.)	A, T, I, R	Essential
Advanced office and admin skills	A, I	Essential

Personal Aptitude

Personal and professional resilience in the face of challenging situations	A, I, R	Essential
Self-motivated, productive, diligent, and thorough	A, I, R	Essential
Commitment to an open, collaborative style of management	I	Essential
Concern for the development of colleagues and members of the wider school community	I	Essential
Commitment to your personal and professional development and that of all staff	A, I	Essential
Empathy with the needs of children	A, I, T	Essential
Commitment to the safeguarding of vulnerable young people	I	Essential
A commitment to the vision, values, aims and objectives of Olive Academies	A, I	Essential

Transform young lives with Olive Academies Trust

Thank you for your interest in working with Olive Academies.
We look forward to receiving your application.

[Find out more and apply.](#)

   oliveacademies.co.uk