



HATHERSHAW
COLLEGE



Office Manager

Applicant Pack

PROUD
TO BE
PART OF



www.pinnaclelearningtrust.org.uk

Welcome from the HR Central Services team



We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Team

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.

About Hathershaw College

Responsible - Respectful- Ready To Learn

About Hathershaw College

'Together we Succeed'

The Hathershaw college, based in Oldham , serves more than 1,000 pupils aged 11-16 years across 5 year groups. We are a founding member of The Pinnacle Learning Trust, established in September 2017, and a key driver in the Trust's mission to improve the lives and chances of young people in the local area.

In our most recent Ofsted report published in June 2026, under the new national inspection framework, our school is recognised as welcoming and inclusive, with a strong culture of respect and high expectations. Inspectors judged the school to have met the Expected Standard in Attendance and Behaviour, Inclusion and Personal Development and Wellbeing, whilst confirming that the school meets the national expected safeguarding standard.

Ofsted recognised our inclusive ethos, stating that; *"this is a community where students experience a positive sense of belonging"*. Their findings reflect the commitment of our staff, leaders and students to creating a calm, respectful and supportive learning environment, alongside our continued focus on securing the very best outcomes for all our young people. We place high value on preparing our students for future success through a comprehensive Careers Education Package that meets all the Gatsby Benchmarks. The Pinnacle Learning Trust also includes the successful Oldham Sixth Form College and we benefit enormously from this link.

We are committed to the success of our staff as much as our students. As part of The Pinnacle Learning Trust, our colleagues benefit from extensive support and high quality Professional Development with the support of the **Pinnacle Research School**. Access to INSET days, weekly in-house CPD sessions, and Trust-wide training ensures that you will be learning and developing throughout your career with us. We are also an executive partner in the East Manchester Teaching School Hub, which provides access to sector-leading, evidence-based training for both teaching and support staff.

We actively seek staff feedback to ensure The Hatherhaw College remains a place where our team feels valued and supported. We are delighted that the Pinnacle Learning Trust was winner of the **MAT Excellence Award for Wellbeing Trust of the Year 2025**, and has been recognised by **Edurio for a Trust Value Award** in 2025 for the second year running.

If you are looking to make an impact on the life chances of young people, we invite you to join our team at The Hathershaw College.

Job Description & Person Specification

Office Manager - The Hathershaw College

Main Purpose of the post

Working closely with the Principal and the trust central team, oversee and manage the academy's administrative functions, including student services, reception, finance and HR, ensuring that staff, students, parents and visitors receive a professional and efficient service.

Summary of Main Duties and Responsibilities

Leadership and Management Responsibilities:

- Play a leading role in promoting the Academy's mission, values, strategic aims and objectives.
- Contribute to the development and implementation of the Academy's Strategic Plan, Self-Assessment Report and Capacity to Improve Plan.
- Support strategies, plans and organisational climate that will enable the Academy to be an outstanding School and exceed the expectations of its staff, learners and employers.
- Embed a culture of high performance and service excellence and lead on the promotion of positive behaviour in the Academy.
- Provide positive and supportive team leadership and effective communication.
- Manage the day to day running of the department, including recruitment and line management of staff, developing working methods, setting targets, developing staff skills and capability and managing performance.
- Implement the Academy's quality procedures.
- Perform first-line budget monitoring of all academy expenditure cost centres, and ensure expenditure is incurred as per the requirements of the Academy Trust Handbook and Trust Financial Control and Procurement Policy
- ensure the effective and efficient deployment of physical and human resources.
- Regularly review and update policies, procedures and processes to meet Academy needs.
- Attend and contribute to Trust/Academy Manager meetings, share good practice and take a lead on relevant initiatives.

Specific Responsibilities:

Academy Administration

- Oversee the academy's administration, reception and reprographics functions, ensuring a professional and efficient service for students, staff, parents and visitors.
- Be responsible for the accurate recording of student, staff and curriculum data on the academy MI system (eg Arbor).
- Be responsible for the collection and collation of free school meals eligibility and accurate recording on the academy MI system.
- Prepare and submit the termly school census.
- Prepare and submit the annual school workforce census.
- Arrange annual renewals for the staff register of pecuniary interests for all staff and data collection sheets for staff completion and update on the electronic database.
- Manage and co-ordinate the staff absence cover, ensuring efficient and cost effective deployment of staff, including updating relevant systems, keeping accurate records, monitoring expenditure and updating insurance claims, as appropriate.
- Act as the academy data protection lead, working with the Trust Data Protection Officer to ensure academy policies and practices are in line with the trust's GDPR policy, and attend the annual trust data protection meeting.

Job Description & Person Specification

- Keep, archive and destroy records in line with the trust document retention policy, ensuring information security and confidentiality at all times.
- Working with the estates team to promote sustainability in the academy.
- To conduct the performance management of members of the administration team as required.
- Assist with all Trust internal audit requirements/requests (various areas for audit).

Finance

- Raise and approve purchase requisitions.
- Convert approved requisitions to Purchase Orders and liaise with suppliers
- Ensure all expenditure is correctly coded to ensure accuracy of the accounts.
- Liaise with departments regarding annual budgets and on-going spending, providing challenge to department leads where required.
- Liaise with the senior leader with responsibility for the timetable to clarify annual capitation for department spending.
- To monitor the monthly expenditure and advise the Principal of tracking against the budget, whilst providing options for varying expenditure.
- Check and approve all income into Academy accounts.
- Deal with all finance related queries from staff and colleagues in the Trust's central finance hub.
- Assist the Trust CFO and Central Finance Team with preparation of year end accounts for external audit.
- Maintaining pupil premium spending records and liaising with the senior leader with responsibility for this funding.
- To undertake any additional duties in connection with the administration of the scheme of financial delegation as may become necessary.

HR and Payroll Responsibilities

- Liaise with the Trust Central HR and Payroll teams, ensuring compliance with HR policies, procedures and processes.
- Administer new starter processes, contract changes and employment documentation, including pre-employment checks and right-to-work, DBS, references, qualifications and medical clearances.
- Manage the induction process for all new staff, ensuring required documentation, checks, mandatory training and induction activities are completed.
- Maintain accurate DBS records and the academy's Central Record, including mandatory training requirements.
- Support the administration of staff performance management processes and National College mandatory training.
- Prepare, process and quality-assure monthly payroll, including new starters, contract changes, overtime, increments, pay awards and salary-related queries.
- Administer relevant salary sacrifice schemes and provide payroll documentation for approval.
- Provide pension information and support the Trust Payroll Officer with leavers, retirements and historic pension queries.
- Monitor support staff additional hours and annual leave arrangements.
- Ensure HR is promptly notified of all family-related leave, including maternity, paternity and parental leave, in accordance with Trust policies and procedures.
- Maintain accurate, confidential and up-to-date HR electronic files in line with the Trust's retention requirements.

Job Description & Person Specification

Requirements of All Academy Staff:

- To promote and uphold the Academy Mission Statement, values and strategic aims and objectives.
- To comply with Academy/Trust policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the Academy's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal or designated alternate.

Relationship to other posts within the Academy

Supervision given to: Admin Team (Support and Admin Officer, Admin and Finance Assistant, Receptionist and Reprographic Technician)

Supervision received: Principal.

	Essential	Desirable	Method of Assessment
Experience			
Successful management experience in a school or other relevant field outside education	✓		Application/Interview
Proven ability to manage teams effectively, including performance management	✓		Application/Interview
Experience of providing excellent customer service	✓		Application/Interview
Experience of using Management Information systems (eg Arbor) to accurately record large volumes of data	✓		Application/Interview
Experience of working in education		✓	Application/Interview
Skills and Knowledge			
Excellent administration skills and organisation skills	✓		Application/Interview
Numerate with sound financial management skills	✓		Application/Interview
Excellent IT skills	✓		Application/Interview
Excellent time-management skills and ability to multi-task, work under pressure and meet deadlines	✓		Application/Interview/References
Confidence in your abilities to deal with problems as they arise in a professional manner	✓		Application/Interview/References
Excellent interpersonal skills and ability to establish and maintain good working relationships with others	✓		Application/Interview/References
Highly accurate with excellent attention to detail	✓		Application/Interview/References
Articulate and well-developed written and oral skills	✓		Application/Interview
The ability to use technology to create efficiency in the workplace.		✓	Application/Interview
Good knowledge and understanding of data protection regulations		✓	Application/Interview
Education and Qualifications			
Good Standard of Education	✓		Application
Minimum Level 2 qualification in numeracy and literacy (i.e. GCSE Maths and English at grade c or above) or able to demonstrate level of ability.	✓		Application
First Aid at Work Certificate (or willingness to undertake training)		✓	Application
Attitude and Personal Qualities			
Ability to work independently and as part of a team	✓		Application/Interview/References
A proactive approach and willingness to contribute to departmental improvements	✓		Application/Interview/References
Understanding of the principles of confidentiality and the ability to handle sensitive data appropriately.	✓		Application/Interview/References
Initiative, adaptability and common sense	✓		Application/Interview
An enthusiastic and flexible approach to working routines and practices	✓		Application/Interview/References
Patience and ability to remain calm	✓		Application/Interview/References
Suitability to work with children	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
Empathy with young people	✓		Application/Interview

Additional Reasons to Join Us

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

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**To find out more
or to apply:**

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0161 287 8001**

