



Academy Office Manager

Pennyman Primary Academy

'To transform children's life chances.'

Job Ref: PPA351



**TEES VALLEY
EDUCATION**
www.teesvalleyeducation.co.uk



Introduction

Tees Valley Education's foundation and journey to date

Tees Valley Education Multi-Academy Trust (TVEd) was established in 2005, building on five years of successful collaboration between Brambles and Pennyman Primary Academies. This partnership laid the foundation for a trust committed to excellence in education and community impact. Later that year, Dormanstown joined the trust, further strengthening its reach and capabilities. In 2018, Wilton Primary Academy became part of the trust, marking another significant milestone in its growth.

That same year, TVEd proudly opened Discovery Special Academy, the first free school in Middlesbrough, providing tailored education to children with special educational needs. In August 2022, Discovery Special Academy transitioned into a state-of-the-art, purpose-designed building, enabling the expansion of its provision to include secondary-age children.

2025 is a milestone year for the Trust as it proudly marks its 10th anniversary. Over the past decade, the Trust has dedicated itself to fostering positive change and making a meaningful impact in the community. This special anniversary offers an opportunity to reflect on its achievements, celebrate the partnerships and support that have made them possible, and renew its commitment to building a brighter future. The Trust looks forward to continuing its journey towards leaving a 100-year legacy of innovation, growth, and service for generations to come.



Letter From Katrina Morley OBE

- Chief Executive Officer
Tees Valley Education Trust



Dear Applicant,

Thank you for expressing your interest in joining Tees Valley Education Trust.

At Tees Valley Education Trust, we hold a steadfast belief that excellence is a birthright. Every child, regardless of their circumstances, deserves access to a world-class education. Our academy Head Teachers operate in an atmosphere of trust, honesty, and integrity, underpinned by an unwavering commitment to excellence for all children and young people. As a Trust, we embrace a philosophy of “no excuses or barriers” in education, ensuring that every child has the opportunity to thrive.

Our academies are located in areas of significant deprivation, and we are passionately committed to the transformative power of education in changing lives. By joining us, you will become part of a brilliant and dedicated team. Across our Trust, all staff—regardless of role—work together with a shared vision: to transform children’s life chances.

We are equally committed to supporting our staff. At Tees Valley Education Trust, we ensure that our leaders and teachers have the time and resources to fulfill their professional duties and responsibilities. We offer a vibrant, supportive, and friendly atmosphere where you will be encouraged to develop both personally and professionally.

Enclosed with this recruitment pack, you will find the job advert, job description, person specification, safeguarding information, and guidance on how to apply. If you wish to apply, please ensure that you complete the application form in full. Kindly note that we do not accept curriculum vitae; only information provided in the application form will be considered.

Thank you once again for considering a position with Tees Valley Education Trust. We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Katrina Morley'.

Katrina Morley OBE
Chief Executive Officer
Tees Valley Education Trust

Strategic Partners

The Trust is committed to excellence and innovation, we therefore, invest heavily in a range of strategic partnerships. These are designed to:

- Maximise progress and entitlement of all children and young people
- Support continuous staff development
- Offer community and social impact, at scale
- Collaborate with and engage in a range of research and learning partnerships
- Lobby, influence and contribute to regional and national policy
- Contribute to a 100-year legacy around the Trust USP's – SEND & Inclusion, The Arts and STEM



PTI



Schools
North East



SSAT



Teesside
University



Ambition
Institute



IQM

CHARTERED
COLLEGE OF
TEACHING

Chartered
College of
Teaching



Fair Education
Alliance



Apple



PIXL



Whole
Education



Forum
Strategy

View all [Strategic Partners here](#)

Mission & Values

Mission

Our mission is to deliver educational excellence for all of our children by fostering a culture of creativity, curiosity, care, courage and commitment.

Vision

'To transform children's life chances'

Diamond Standards



Commitment

To be dedicated, hard working and always try our best.



Courage

To be adventurous, bold and brave



Care

To be kind to ourselves, each other and our communities.



Curiosity

To be inquisitive, excited and explore.



Creativity

To use our talents to imagine, innovate and inspire.



TVEd Staff Charter



Complimentary refreshments for staff



Free annual flu vaccination available for all staff upon request



Trust and academy deadlines are publicised well in advance



Sensible pragmatic approach to data collections



Dedicated planning, preparation and assessment (PPA) for all teaching staff



Wellbeing service free for all staff including counselling, life style support and medical referrals



Dedicated space for teaching and learning



Open door policy



A range of staff social, sports and fun sessions including team celebrations



Opportunities for professional development through excellent CPD support



Constructive and research based approach to drop ins and lesson observations within a learning community



Communication policy to protect time outside of the academy



On site parking



End of term team celebration events



Diamond Standards to celebrate all staff who have excelled in one if not all of the 5C's



Dedicated staff room and facilities



Always well informed with all elements of school life through regular communications



Staff are recognised for their over and above contribution they make in line with existing policies

ADVERTISEMENT – OFFICE MANAGER

Status: Permanent

Required: As soon as possible

Salary: Scale Point NJC 12 – 15 £28,598- £30,024

Hours: Full time, Whole Time

Reporting to: Head Teacher and Senior Academy Business Manager

About the Trust

The Trust was established in 2015 and provides education and enrichment activities to more than 1100 children across five Academies, located in Middlesbrough and Redcar and Cleveland local authority areas. Academies within the Trust are:

- Brambles Primary Academy (2 to 11 years),
- Discovery Special Academy (2 to 16 years),
- Dormanstown Primary Academy (2 to 11 years),
- Pennyman Primary Academy (2 to 11 years), and
- Wilton Primary Academy (3 to 11 years).

The academy office manager is responsible for overseeing the daily administration of the academy office. They are also responsible for all administrative, admissions and organisational processes within the academy, always maintaining confidentiality. To assist with all the planning and development of administration processes. To also provide assistance to the academy's leadership team, notably the academy's Headteacher.

About the role we are looking to appoint:

We are looking to appoint a dedicated, experienced administrator, who is confident, strong communicator and team worker to provide operational support to the academy. The role will also be required to support the academy leadership team including the Senior Academy Business Manager on all day to day aspects relating to the operational running of the academy. In addition, the role will be required at times to support the Trust central team, also based on the same site on specific projects including booking events and coordinating packs of information as directed.

What we are looking for:

We are looking for someone who is positive, solution focussed and has strong communication, interpersonal skills and can provide an excellent customer service experience to all. The role will require the post holder to liaise directly with a range of stakeholders internally and externally including academy leadership team and Trust personnel.

What the Trust will provide the successful candidate with:

- A workplace where all staff are valued and treated with respect as outlined within the Trust's Diamond Standards
- A passionate, enthusiastic and supportive Leadership Team
- A listening and learning organisation where all staff are encouraged to be curious and share ideas for the Trust/academies/team to improve
- Hard working, committed and dedicated staff who strive to gain the best outcomes for all children across the Trust's academies
- Dedicated approach to children's learning to encourage them all to be the best they can be
- Career enhancement opportunities within areas of interest as well as supporting ongoing professional development and training specific to job role
- Dedicated line manager to discuss work streams and capacity
- Free access to the Trust's Wellbeing offer, which includes counselling, access to GP, Mindfulness and so much more.
- Free parking
- Enrolment into the local government pension scheme with employer contribution of 17.5%.
- All support contracts are employed on National Joint Council (NJC) for local government services (also known as Green book)
- Benefits of the Trust's Staff Charter which can be found at [TVED Staff Charter](#).

Safeguarding requirements for the role:

Tees Valley Education Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared. The Trust's Recruitment of Ex-Offender policy can be requested or visit the Trust's website.

Applications are invited from prospective candidates who demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

JOB DESCRIPTION – OFFICE MANAGER

The academy office manager is responsible for overseeing the daily administration of the academy office. They are also responsible for all administrative, admissions and organisational processes within the academy, whilst maintaining confidentiality. To assist with all the planning and development of administration processes. To also provide assistance to the academy's leadership team, notably the academy's Headteacher.

ORGANISATION

- Supervise and engage in the day-to-day work of the administrative function of the academy office.
- Contribute towards the planning, development and organisation of the office systems, procedures and policies including EHCPs.
- To support with key financial tasks including reconciliation and inputting into the Trust's financial management system in accordance with the Trust's operational handbook and scheme of delegation.
- Supervise, train and develop additional administrative staff as appropriate
- Assist in the organisation of academy trips/events in cooperation with other staff.
- To ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments
- Liaising effectively between the Trust including internal and external stakeholders to ensure effective running and development of the academy and the Trust.
- Hold and participate in meetings with managed staff including the wider school community.
- Provide exception customer service and care to all visitors including dealing with complex matters as appropriate.
- Ensure Trust and academy MIS systems are up to date and accurate for staff and children

ADMINISTRATION

- Manage manual and online information management systems (especially Arbor) and maintain the academy website ensuring quality assurance and mandatory requirements are met.
- To ensure all documentation relating to financial activity is upheld by all and processed timely on the Trust's financial system (IRIS Financials) in accordance with Trust policy.
- To manage and maintain the academy payment system including lunches, trips and other additional financial aspects (relating to academy money).
- To undertake regular online free school meal checks to ensure eligible funding is identified
- To undertake cash handling and ensuring are records are maintained for audit purposes
- To contribute to the audits as required
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake work processing and complex IT-based tasks
- Manage complex administrative procedures including producing, and responding to correspondence including maintaining the academy Single Central Record
- Provide personal, administrative and organisational support to other staff e.g. minuting the Local Advisory Board meetings
- Support the academy leadership team to manage and organise events as required.
- Oversee and organise the management of admissions procedures in line with the Trust and Middlesbrough Council's Criteria, maintain waiting lists and allocate spaces accordingly in line with the academies' admissions policy

- Keep records in accordance with the Trust's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Manage the induction process for new staff with support from the Senior Academy Business Manager
- Book training courses for all staff as and when required
- Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required
- Provide organisational and personal support to other staff
- Support the Trust's data protection officer with ensuring data protection compliance and helping the academy community understand how to comply with data protection law
- Responsible for accurately preparing, administering, and submitting the academy census, ensuring all information is approved by the Headteacher prior to submission.
- To support with the completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE and local authority
- Manage the invitations, collation of paperwork and reports for annual review processes
- Undertake policy compliance checks and ensure all policies are up to date and meet statutory requirements

RESOURCES

- Oversee and maintain the Trust's MIS system (Every) to manage and adhere to the academy's compliance for Estates Management and Health and Safety
- In conjunction with the academies' leadership team to manage service contracts
- In conjunction with the academies' leadership team to manage licences
- and insurances
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in the academy i.e. parents evenings.
- Assist with marketing and promoting the academy (via the academy website, newsletter and Trust Magazine)
- Support with managing office expenditure with an agreed budget
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available
- Contribute to the recording and management of staff contracts including attendance, absence and CPD recording on the Trust's MIS system.
- Maintain and update the Single Central Register.
- To manage DBS checks and ensure they are updated as per recommendations
- To support with the recruitment, induction and mentoring of administration staff
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Support the Trust with procurement and securing sponsorship/funding
- To actively seek additional funding and sponsorship for the academy to promote opportunities for the children i.e. trips
- Contribute to the management of facilities including premises, lettings and associated income, building and projects etc.
- Contribute to the management of the EHCPs and the financial administration procedures with a particular focus in SEND top ups and Alternative Provision placements working closely with the Senior Academy Business Manager and SENCo.
- Contribute towards the planning, monitoring and evaluation of the academy budget

RESPONSIBILITIES	
• Be committed to the safeguarding and promotion of the welfare of children and young people • Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person • Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the academy working environment • Contribute to the overall ethos/work/aims of the academy • Establish constructive relationships and communication with all staff and other agencies/professional • Recognise own strengths and areas of expertise and use these to advise and support others • Maintain strong professional links across the Trust, whole academy community, including the Local Advisory Board in order to facilitate effective communication between academy and home. • Participate in training and other learning activities and performance development as required • Maintain an office team that delivers and meets the needs of the academy • Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building • To maintain confidentiality at all times.	
SAFEGUARDING	
• All staff must adhere to the Trust's safeguarding training (appropriate for job role) including policies, procedures, latest Keeping Children Safe in Education guidance and Working Together to Safeguard Children DfE 2018.	
ADDITIONAL RESPONSIBILITIES	
• The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations. These may include: - to work flexibly between the hours of 8am and 6pm including weekends. - to work across the Trust if required. • to undertake additional training e.g. first aid, Positive Handling.	
This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the line manager.	

Signed (Employee)		
Date:		
Signed (on behalf of employer):	Name and Role:	
Date:		

Important: In the first instance, applications are assessed against the following criteria:
 *overall presentation *use of standard English *grammatical accuracy

Where applications do not meet the expected standard, they will be discarded before being matched to the person specification.

PERSON SPECIFICATION – OFFICE MANAGER		
QUALIFICATIONS	AM	E/D
NVQ Level 4 or equivalent qualification or experience in relevant discipline	A, I	E
Excellent numeracy/literacy skills grade C/4 or above	A, I	E
EXPERIENCE	AM	E/D
Experience of working in an education setting	A, I	E
Experience of working at a senior level	A, I	E
Experience of using MIS e.g. Arbor database or similar school-based system	A, I	E
Experience of academy financial management systems (IRIS Financials) and processes	A, I	E
Experience of building trust and confidence with various stakeholders and providers	A, I	E
Demonstratable experience of health and safety, estates and premises management	A, I	E
Demonstratable experience of managing academy events including trips	A, I	E
Experience of managing change	A/I	D
Experience working in a specialist provision	A, I	D
Experience of coordinating annual reviews	A, I	D
Experience of leading a team	A, I	D
KNOWLEDGE, ABILITIES AND SKILLS		
Effective use of specialist ICT packages	A, I	E
An understanding of financial management across multi-disciplinary functions and of budget formulation.	A, I	E
Ability to navigate and manage difficult situations and be solution focussed	A, I	E
To have the skills and knowledge to support the academy with HR and personnel management	A, I	E
Ability to organise, lead and motivate other staff	A, I	E
Ability to plan and develop systems	A, I	E
Ability to relate well to children and adults	A, I	E
Ability and skills to work with a range of stakeholders including political figures		
Work constructively as part of a team, understanding academy roles and responsibilities and your own position within these	A, I	E
Ability to self-evaluate learning needs and actively seek learning opportunities	A, I	E
Excellent interpersonal skills	A, I	E
Flexible and adaptable	A, I, R	E
The enthusiasm to drive and further support the academy in achieving excellence for all	A, I	E
Commitment to and understanding of Equal Opportunities and Child Protection	A, I, R	E

Ability to always maintain all aspects of confidentiality	A, I,	E
Tenacity, enthusiasm and drive	A, I, R	E
Knowledge of health and safety requirements	A,I	E
Open minded and receptive to new ideas, approaches and challenges	A,I	E
Full UK driving licence and access to transport	A, I	E
Full working knowledge of relevant policies/codes of practice/legislation within SEND	A, I	D
Knowledge and experience of PS financials	A,I	D

AM (Assessment Method), A- Application Form, I – Interview, R – Reference,

E – Essential,

D - Desirable

Important: In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.

Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.

HOW TO APPLY AND EXPLANATORY NOTES OF THE PROCESS

An application form is attached below. Application packs can be downloaded or printed directly from the Trust website **www.teesvalleyeducation.co.uk** or requested from the academy. Only applications via the Trust's official application form will be accepted. Please do not submit a CV as substitute for part or full application form, the information will not be accepted or considered.

If you are submitting your completed application form by e-mail to **recruitment@tved.org.uk** - please be aware the academy cannot be responsible for any formatting anomalies when printing. If you are unable to submit an electronic application form, hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Kathryn Morris, Senior Academy Business Manager.

Tees Valley Education
C/O Pennyman Primary Academy
Bungalow
Fulbeck Road
MIDDLESBROUGH
TS3 0QS

Shortlisting Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Shortlisted candidates will receive:

- Letter confirming interview details.
- Details of original ID documentation is required to confirm candidates. Photocopies or certified copies are not accepted.
- Criminal Record Self-Declaration Form, which must be brought on the day of the interview in the sealed envelope provided.

References for successful Candidate/s

We may seek references for shortlisted candidate/s, we may also approach previous employers for information to verify particular experience or qualifications before the interview. Finally, we may also undertake a social media search in accordance with Keeping Children Safe in Education guidance. Any relevant issues arising from references will be taken up post interview.

Interview process

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Please contact the academy office on 01642 221156 to arrange a visit.

For your information, the recruitment timetable is detailed below:

Closing date: 2nd November 2025 midnight

Shortlisting date: 3rd November 2025

Interview date: 10th November 2025

Contract Start Date: as soon as possible

EQUALITIES INFORMATION AND OBJECTIVES STATEMENT

As an academy we ensure that our vision, values and ethos meet the expectations of the equality and diversity guidelines and legislation set out by the Equality and Human Rights Commission. This includes the following 9 protected characteristics:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnerships
5. Pregnancy and Maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual Orientation

Objectives Statement

1. To support children's sensory, academic and communication skills to enable them to develop holistically.
2. To ensure high expectations across all aspects of the academy (as outlined in objective 1) to ensure children make the best progress according to their individual starting points.
3. To continue to monitor attendance of all groups of children in the academy.
4. To review levels of parental and pupil engagement in learning and academy life, across all activities and ensure equality and fairness in access and engagement.
5. To ensure the academy environment is as accessible as possible to pupils, staff and visitors.



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