



FORRES
SANDLE
MANOR

Senior Administrator / Office Manager

Forres Sandle Manor School

Job Title: Senior Administrator / Office Manager

Reports to: Director of Operations

Location: Forres Sandle Manor School

Contract Type: Full time

Hours: 40 hours per week, 52 weeks per year

Introduction

Forres Sandle Manor School is seeking an experienced, highly organised and approachable Senior Administrator / Office Manager to lead our busy School Office. This pivotal role combines high-level administration, HR coordination, operational support and staff management. The postholder will embody the warm, professional ethos of the school and play a key part in ensuring the smooth day-to-day running of our operations.

Job Description

Purpose of the Role

The Senior Administrator / Office Manager ensures the effective, professional and efficient running of the School Office. The postholder reports to the Director of Operations, and provides support to the Headmaster, while also managing HR processes, coordinating school operations, and leading administrative staff.

Key Responsibilities

Leadership & Office Management

- Lead the daily operation and effectiveness of the School Office, ensuring a welcoming, organised and efficient environment.
- Manage all office inboxes, ensuring timely, accurate and professional communication with parents, staff and external stakeholders.
- Line manage Reception staff, supporting high standards of front-of-house professionalism.

- Monitor and maintain appropriate levels of stationery and office supplies.
- Improve administrative systems and workflows to enhance school efficiency.
- Oversee the creation and distribution of e-forms for school events, trips and activities.
- Ensure parental permissions and authorisations are logged and updated accurately on the school MIS.

Human Resources

- Support the Director of Operations with HR administration, including recruitment, onboarding, training and compliance tracking.
- Maintain accurate personnel records in line with safeguarding, ISI and data protection requirements.
- Assist with staff communications and support general HR processes related to the employee experience.

Administrative Support to Headmaster

- Provide high-quality secretarial support to the Headmaster (or other members of the senior leadership team as directed), including diary coordination where needed, correspondence, document preparation and meeting administration.
- Act as a key point of contact for current parents, offering a warm, professional and solutionfocused approach to queries.

School Operations & Compliance

- Compile and submit statutory census data accurately and to required deadlines.
- Assist with operational policy documentation and compliance registers as required.
- Support the coordination of the whole-school calendar, ensuring departments are aligned and informed.
- Work with catering, facilities, IT, transport and academic teams to support the smooth delivery of school activities and events.
- Coordinate school awards, ensuring items are ordered, engraved if needed, and organised for ceremonies.
- Manage the completion, signing and timely return of pupil references.
- Support operational planning and logistics at the start and end of each term.
- Assist in coordinating routine safety procedures, including fire drills and lock-down practices.
- Assist in distributing operational updates to staff, including any required bulletins and notices.
- Support visitor/contractor management systems and ensure safeguarding requirements are upheld.

- Log and track facilities/maintenance requests, liaising with the Facilities Team as required.
- Assist with Operational and Health & Safety administrative tasks as directed.

Community & Events

- Work closely with the parent committee to support planning, communication and administration of fundraising and community events.
 - Assist with planning and delivering school occasions such as Open Days, induction events, performances, and celebrations.
 - Assist with the planning, booking and logistics of external commercial lettings.
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Person Specification

Essential

- Significant administrative experience in a busy, multifaceted environment.
- Exceptional organisational skills and attention to detail.
- Warm, confident and professional communication skills.
- Ability to handle sensitive and confidential information with discretion.
- Strong IT skills and familiarity with management information systems.
- Ability to prioritise effectively and remain calm under pressure.
- Experience supervising or managing staff.
- Proactive, adaptable and solutions-focused approach.

Desirable

- Experience working in a school or education environment.
 - Experience with HR administration.
 - Experience with school MIS platforms (e.g. Schoolbase, Arbor).
 - Understanding of operational and regulatory requirements in schools.
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Associated terms and conditions

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the

Head in the light of those changing requirements and in consultation with the post holder. The performance of the post-holder is formatively reviewed over the year as part of the school's PM process.

We are committed to the safeguarding of children and young people and we expect all staff to share this commitment. All applicants will be subject to pre-employment screening, which includes an enhanced DBS and reference check prior to appointment