



FORRES  
SANDLE  
MANOR

## Senior Administrator / Office Manager – Recruitment Pack

### Forres Sandle Manor School

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**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

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## 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.

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## 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, while also managing HR processes, coordinating school operations, and leading administrative staff.

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## 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.

### **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.

### **School Operations & Compliance**

- Compile and submit statutory census data accurately and to required deadlines.
- Assist with operational policy documentation and compliance registers as required.
- Work with catering, facilities, IT, transport and academic teams to support the smooth delivery of school activities and events.
- 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**

- 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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