

Full-time Senior Office Manager – Role E Hove Learning Federation

Required for September 2025

Scale M11, Point 29-32

£38,626 - £41,511 per annum (FTE)

37 hours per week

47.36 paid weeks per year during term-time*

Plus 1 week paid per year during school summer holidays

(*salary pro-rata'd to term-time working)

Hove Learning Federation is comprised of West Hove Infant School and Hove Junior School, serving over 1,000 children. We are seeking to appoint an experienced Senior Office Manager to oversee our 3 sites – School Road, Portland Road and Holland Road. Flexible working is required as the jobholder will be expected to work at School Road/Portland Road site 3 days per week and Holland Road site 2 days per week.

The Office Manager has an important role to play within our school community. Working under the direction of the Executive Headteacher and working collaboratively with the School Business Manager and Senior Premises Manager, the jobholder will play a vital role in ensuring the smooth running of our school sites and have experience of running the day-to-day operations of a busy and demanding office.

Key Responsibilities and Skills:

- Supervising and managing staff
- Office procedures and systems
- Communication and interpersonal skills
- Organisation and time management
- Problem-solving and decision making
- Risk assessments and compliance
- Health and safety processes
- Premises management

Hours:

Monday to Thursday 8.00 am until 4.00 pm

Friday 8.00 am until 3.30 pm

For further information, please email: sarahshaw@hovejun.brighton-hove.sch.uk

Employment under the Federated Board includes all locations/sites where both schools operate. Under this contract, you may be asked to work across different locations under the Federated Board, either temporarily or permanently.

Hove Learning Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All new staff will be DBS checked.

Closing Date: 12th June 2025

Interview Date: 18th June 2025

Start Date: September 2025