



**Samuel Allsopp**  
Primary & Nursery School

**Head Teacher:** Mr Lee Smith

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August 2025

Dear Colleague,

**OFFICE SUPPORT MANAGER – JANUARY 2026**  
**(inc. PA duties for Headteacher)**

£30,060 - £34,314 FTE Salary (pay award pending)

37 hours/week, term-time only plus 4 weeks (43 working weeks)

***(£28,275.36 - £30,725.41 actual pro-rata salary, pay award pending)***

Thank you for your interest in our Office Support Manager's post to start from **1<sup>st</sup> January 2026**. Due to the promotion of the current post-holder, we are looking for an organised and efficient individual to support the Headteacher and wider school operation in the background, helping to make things happen.

Samuel Allsopp Primary and Nursery School is a place where the smallest things make a big difference and it is undergoing a rapid transformation of its ethos, its values and the education provided to the local community. Centred around a culture where everyone holds high expectations and where we all believe that anything is possible and everybody 'can', we are looking for an organised and efficient individual to support the Headteacher and wider school operation in the background, helping to make things happen.

**The ideal candidate will:**

- Able to give a long-standing commitment and show a keenness to being an integral part of the school's journey forward over time
- Have the ability and hold a mature and professional disposition
- Be organised and meticulous in their presentation and their time management
- Have some experience in using financial information and in budget monitoring
- Have impeccable standards of grammar with a secure and working command of English
- Be able to set up processes and schedules, embracing the principles of sound operational management
- Be able to communicate warmly and professionally with contractors, external services and all school stakeholders
- Demonstrate the ability and an understanding of people management techniques
- Be competent and efficient in word processing and in using a range of computer software packages to support administration such as the Microsoft Office Suite
- Be able to adapt and respond calmly and effectively to situations which arise in real time
- Manage sensitive information discretely, maintain confidentiality at all times and hold the Headteacher's counsel
- Have a sense of humour

### We can offer you:

- A true sense of belonging, where everyone's voice matters and where all are given opportunities to get involved in our journey forward
- Committed staff who show genuine care for the school, its children and our families
- Time and space to work away from the busy school office environment so you can get on with your job without distractions
- Some flexibility and the capacity to work off-site on occasion, accessing essential files and information remotely.
- Access to support, networking and regular training
- A passionate and future focussed senior leadership team who are open to new ideas and who are committed to making a difference

If you are keen to join a team committed to working together to improve the life-chances and experiences of our pupils you are strongly encouraged to apply. We are embarking on an exciting journey forward and we are looking for someone who wants to play an integral part in making things happen. Please submit the application form with a covering letter, outlining the skills and experience you could bring to the role,

Previous experience in business or industry is advantageous and experience of working in a school, although helpful, is not essential. Experience in working with senior staff who hold a challenging caseload of priorities, is beneficial.

Visits to come and look around our two-site school are warmly encouraged and can be arranged for September 2025 onwards, by contacting Sarah Tompkinson via [office@samuelallsopp.staffs.sch.uk](mailto:office@samuelallsopp.staffs.sch.uk). We look forward to hearing from you.

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". Further details regarding this check and Staffordshire County Council's employment policy will be found within the guidance notes.

Please note that completed applications should be returned to school no later than **Friday 17<sup>th</sup> October 2025**. Interviews are planned for **Thursday 23<sup>rd</sup> October 2025**. Applications should be sent by email to [office@samuelallsopp.staffs.sch.uk](mailto:office@samuelallsopp.staffs.sch.uk).

We look forward to hearing from you.

Yours sincerely



Mr L Smith  
Headteacher