



Office Manager

Sholing Junior School



Location:	Sholing Junior School
Contract:	39 hours per week, term time plus 1 week (40 weeks per year) Fixed term until 31 August 2027
Salary:	Between £34,066 to £37,262 per annum (actual) £38,510 to £42,123 per annum full time equivalent
Application deadline:	Monday 12 October 2026
Interview date:	W/c 19 October 2026
Start Date:	As soon as possible

Sholing Junior School is a three-form-entry Junior school catering for children from 7-11 years of age, in the east side of Southampton. We benefit from large open playgrounds, dedicated music room, numerous intervention rooms, and use of the college field during the summer.

Sholing is a special place with its own unique sense of community that creates a warm, happy and caring school. Every child at Sholing Junior is valued as an individual and their talents and strengths are recognised, celebrated and developed further. Learning opportunities at Sholing are rich and varied and whether they are in or out of the classroom, children are given every opportunity to be the very best that they can be.

Our school values of kindness, curiosity and success underpin everything that we do. We have high aspirations of the children, and we nurture and support pupils to achieve academically, socially and emotionally so that they can become confident, caring individuals.

You will be joining a dedicated team that is passionate about making a difference. As a member of our team, you will have the opportunity to shape learning experiences that are creative, inclusive, and meaningful. We are committed to the professional development and wellbeing of our staff. We offer high-quality training, mentoring, and opportunities for career progression.

Sholing Junior is in the Mayflower Partnership of Hamwic Education Trust (HET); a large, fast-paced multi-academy trust with currently 37 schools across the South Coast: Portsmouth, Southampton, Poole and Dorset. The Mayflower Partnership is a multi-academy partnership based in Southampton. The partnership enables local schools to work together to develop a strong education for all our children.

Role Summary:

We are looking for an experienced, highly organised and proactive Office Manager to lead the day-to-day administration of our busy school. As a key member of the support team, you will oversee the smooth running of the school office, line manage administrative staff, and provide high-quality operational support

You will play a pivotal role in ensuring efficient school operations, maintaining accurate records and systems, supporting the senior leadership team in school, managing communications with parents and external stakeholders and working with finance and HR in the Managed Services team.

This is an excellent opportunity for a motivated professional who enjoys making a difference and wants to contribute to a supportive team focused on delivering the best outcomes for the children.

We are seeking a professional individual who:

- Has excellent communication and interpersonal skills
- Is a natural multi-tasker with strong organisational and administrative skills
- Demonstrates commitment to confidentiality, with the ability to manage competing priorities in a fast-paced environment
- Is detail-oriented with a 'right first time' mindset, completing work to a high standard
- Is a self-starter who is motivated to use initiative and has a good attention to detail

What we offer you:

- An opportunity to be part of a collaborative team with a shared vision of excellence
- A real career path in a thriving and respected organisation
- Flexible working approach, where possible
- A wellbeing day
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme / Teacher Pension Scheme
- Generous holiday entitlement, increasing with length of service (support staff)
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to wellbeing support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Access to financial wellbeing support through a company that provides comprehensive guidance on all things mortgage related
- Eligible for a Blue Light card

About Hamwic Education Trust:

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

HET recognises that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education and value the differences our workforce brings to HET.

Application Procedure:

If you would like to discuss the role further, please contact Hamwic HR by emailing recruitment@hamwic.org to arrange an informal conversation with the School Leader.

If you wish to apply for this position, please complete an application form which can be found at [Job vacancies | Careers | Hamwic Education Trust | Multi-academy Trust](#) and return to recruitment@hamwic.org

CV's will only be accepted along with a completed application form.

Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks. Successful candidates will also be subject to online searches.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees are required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.