



**HILLTOP**  
PRIMARY SCHOOL

**Office Manager,  
Attendance and PA  
Candidate Application Pack**

A **Beyond** ACADEMY  
SCHOOLS TRUST

## Contents

## Page

Message from the Headteacher	3
About the School	4
Welcome from our Chief Executive Officer	5
About the Beyond Schools Trust	6
Job Description	7-9
Person Specification	10
Terms & Conditions	11
Benefits	12
The Recruitment Process	13-14
Living & working in Medway	15
Advert	16
Our location	17



## Message from Ewa Eddy, Headteacher

Thank you for expressing interest in the Office Manager, Attendance & PA role at Hilltop Primary School. As the Headteacher, it is my pleasure to extend the warmest of welcomes to you.

Hilltop Primary is a vibrant and welcoming two-form entry school where we are deeply committed to both personal and academic excellence. Our core values revolve around fostering a passion for learning, and personal growth. We believe in empowering our students to achieve their full potential.

We have a strong and clear vision for our school—one that is rooted in these values and dedicated to providing the best possible education to enhance our students' life chances.

If you share our dedication to nurturing young minds and are excited about the prospect of contributing to our happy and supportive team, we would love to hear from you.

For more information about our school, our dedicated staff, and the enriching activities our students experience through our curriculum, please visit our website at <https://hilltopprimary.co.uk/>.

We also encourage you to arrange a visit to our wonderful school. To do so, please contact the office on 01634 710312.

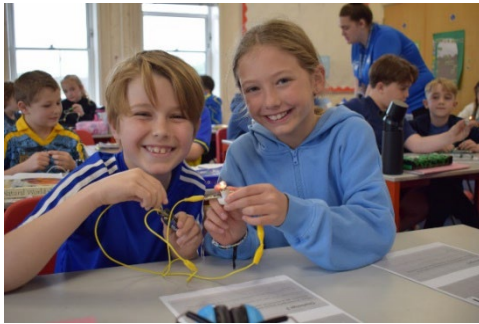
I look forward to receiving your application.

Warm regards,

Ewa Eddy



## About Hilltop Primary School



Hilltop Primary School is a place where academic excellence and personal growth go hand in hand. We are dedicated to nurturing and valuing every child, guiding them to become confident, well-rounded individuals ready to make a positive impact on the world.

Our dynamic, curriculum not only meets the requirements of the National Curriculum but also goes beyond, offering enriching experiences that make learning both memorable and enjoyable. We are committed to fostering independent, confident, and successful learners with high aspirations. Our focus is on building knowledge and skills across all subjects, empowering students to succeed in their academic journey and beyond.

Our students take pride in being part of Hilltop Primary, displaying positive attitudes toward learning and all aspects of school life. With the unique advantage of our on-site swimming pool, our students enjoy the opportunity to swim throughout their time with us and develop important life skills. They feel safe, respected, and valued within our community, which is built on fairness and mutual respect.

We place great importance on the wellbeing of both our students and staff. We are dedicated to creating a supportive environment where professional growth is encouraged, and work-life balance is valued. If you choose to join us, you can be assured of the support you need to excel in your role.

At Hilltop Primary, our core values drive everything we do. We are dedicated to providing an environment where everyone can discover a lifelong love for learning in a safe, supportive, and inclusive community.





# Welcome from our Chief Executive Officer

## Welcome to Beyond Schools Trust

We are an ambitious organisation of 10 schools, serving the educational needs of nearly 7,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 900 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 100 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children so they have the skills, knowledge, values and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organisation, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and the best opportunities for students to achieve their full potential.

Welcome to Beyond.

Andrew Minchin  
Chief Executive Officer



# About the Beyond Schools Trust

## Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

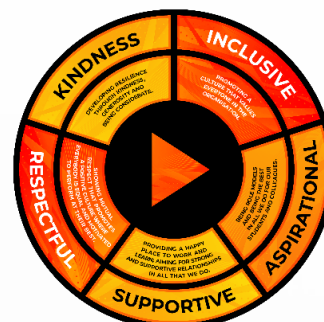
The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

## Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



## Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be.  
We will work tirelessly to support them to reach their potential.



**Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ**



**01634 888115**



**[www.beyondschoools.co.uk](http://www.beyondschoools.co.uk)**



**[hello@beyondschoools.co.uk](mailto:hello@beyondschoools.co.uk)**



# Job Description – Office Manager, Attendance & PA

**Reporting to:** Headteacher  
**Salary:** Trust Scale 06-19 (C1)  
**Location:** Hilltop Road, Frindsbury, Rochester, Kent ME2 4QN

## Purpose of the Job:

- To ensure the smooth and efficient running of the school office and administrative systems while providing high-level, confidential personal assistance to the Headteacher. This dual role combines operational leadership of the front office with executive-level support to senior leadership, helping to maintain the professional image and organisational effectiveness of the school.
- Proactively support the development of an effective learning community through the effective delivery of administrative services.
- Line management responsibility for administration assistants and receptionists.
- Support the safeguarding team with concerned raised.

## Key Responsibilities:

### Office Management:

- Ensure the effective operation of the school office/reception area so that all visitors, staff and pupils are greeted in a friendly and appropriate manner, their enquiries are dealt with promptly and they are directed to appropriate person/location.
- Supervise administrative staff, allocating tasks and ensuring effective team performance.
- Assist the school staff in the organisation of events and organise associated administration, setting events up on Arbor as required.
- Oversee the organisation of school clubs on Arbor, supporting the Clubs Lead as needed.
- Maintain and improve administrative systems and procedures to support the school's functioning.
- Oversee the management of school communications, including telephone, email, letters, newsletters, and notice boards.
- Ensure compliance with school policies, safeguarding procedures, and data protection regulations (GDPR).
- Manage and monitor office budgets, supplies, and contracts for services such as cleaning, stationery, and maintenance.
- Manage and oversee first aid and fire wardens
- Organise the yearly school photographs with our school photographer and complete the necessary administration for this.
- Hold regular team meetings with the office staff to address any issues arising and to raise these with the Headteacher when needed.
- Line manage the office support staff, delegating appropriate tasks to meet the needs of the school and the academic year.
- Day to day management of all office staff working with the Headteacher



### **Personal Assistant to Headteacher:**

- Provide confidential PA support including diary management, meeting coordination, and minute taking.
- Act as the first point of contact for internal and external enquiries to the Headteacher.
- Draft, proofread, and manage correspondence and reports on behalf of the Headteacher.
- Prepare briefing materials and presentations as required.
- Assist with the organisation of school events, parent evenings, and governors' meetings.

### **HR:**

- Co-ordinate and manage the induction process for new office staff.
- Support the Headteacher with the process for new school staff.
- Co-ordinate time off for office staff ensuring sufficient cover at all times.
- Be an integral part of the recruitment process of new administrative staff working closely with the Headteacher.
- Liaise with HR in relation to recruitment and other personnel issues for Hilltop Primary School at the direction of the Headteacher.
- Monitoring recruitment responses through the My New Term Applicant Tracking System.
- Ensure safer recruitment and all safeguarding processes have been followed.
- Arrangements for interview procedures.
- Maintaining an up-to-date Single Central Record of DBS checks.
- Administrative support relating to confidential staffing issues as required by the Headteacher.

### **Resources:**

- Operate relevant equipment and computing software.
- Maintain stationary stock levels for the office and first aid supplies.
- Use PSF Purchasing to place orders as required so Finance can raise purchase orders.
- Carry out first aid as required supporting children, staff and other stakeholders as necessary. Ensure accurate records are kept.

### **General Administrative Duties:**

- Support the safeguarding team with CPOMs and files.
- Maintain accurate records including student attendance and safeguarding documentation.
- Liaise with external stakeholders, including parents, local authorities, and suppliers.
- Support the SLT with projects and operational planning as needed.
- Update general office procedures to reflect current practice and embrace new technologies.
- Manage data on Arbor for administrative purposes.
- Generate Arbor reports as required.
- Keep track of children who are eligible to receive benefit related free school meals through the Medway OFSM system and log on Arbor to ensure records are accurate and correct.
- Order milk for all children who are eligible to receive this by completing the necessary paperwork for Cool Milk, our milk supplier.
- Order fruit for all children who are eligible to receive this by completing the necessary paperwork for the School Fruit & Vegetable Team.
- Setting up new year groups on Arbor for all years including pastoral groups for the new academic year.
- Day to day management of all office staff working with the Headteacher





- To ensure the accurate completion of the school census.
- Maintain the school calendar.
- Ensure accurate emergency evacuation registers are provided to classes.
- To ensure that an accurate asthma register and epi pen register is kept for school staff.
- To ensure that an accurate first aider list and fire warden list is kept and updated as necessary and to pass over to the schools Site Manager for Health and Safety records.
- Ensure courses are booked as identified by senior staff.
- To liaise with the Headteacher to identify staff that need to attend first aid training. Book training.
- Organise yearly health checks with the school nursing team for height, weight, vision and hearing for Reception and Year 6 children. Organise the nasal flu vaccinations with the school nursing team for children in Reception to Year 6. Complete the necessary administration for this.
- Participate in training and other learning activities as required.
- Set high expectations of conduct whilst acting as a good role model for others.
- Ensure that output and quality of work is ok a high standard and complies with current legislation/standards.
- Provide an administrative service for the school supporting any educational initiatives as required.
- Carry out any tasks as directed by the Headteacher.

#### **Support for parents:**

- Assist parents and carers with general enquiries.
- Undertake reception duties, answering telephone calls and face to face enquires as required.
- Undertake routine administration as requested.

#### **Finance:**

- To use the ParentPay system to view payments that have been made.
- Liaise with Finance to get trips and events set up on ParentPay.
- To upload Arbor reports to ensure the ParentPay system is kept accurate and up to date to reflect the school roll.
- Ensure that the end of year procedure is carried out on ParentPay to ensure that the system is ready for the new school year.
- Run reports as needed to assist with the processing of parent/carers orders.

#### **Attendance Officer Responsibilities:**

- Monitor daily pupil attendance and punctuality using the school's MIS system Arbor in conjunction with studybugs.
- Follow up promptly on absences through calls, texts, and emails to parents/carers.
- Complete home visits in relation to attendance.
- Maintain accurate attendance records and produce reports for SLT and external agencies.
- Identify patterns of poor attendance and work with pastoral staff to implement early interventions.
- Work with the Headteacher in policy design and implementation
- Liaise with the Family Liaison Officer and hold meetings regarding persistent absentees.
- Support the promotion of good attendance across the school community through initiatives and communication.



### Other Specific Duties

- To undertake any other duty as requested by the Head Teacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the School's Dress Code – smart/professional
- To ensure confidentiality and comply with Data Protection Regulations
- To comply with Trust policies and procedures

### Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

### Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

### Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

### ICT

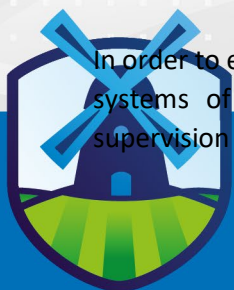
All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.



### **Teaching and Learning**

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

**This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Director of Human Resources. This job description will be reviewed annually and is an integral part of the Appraisal and line management**



## Person Specification

Qualifications	Essential	Desirable
GCSE level or equivalent, including English and Maths (Grade C/4 or above)	X	
NVQ Level 3 in Business Administration or equivalent qualification/experience		X
First Aid qualification (or willingness to train)		X
Experience		
Proven experience in office administration, ideally in an education setting	X	
Strong organisational and time management	X	
Experience supporting senior leaders in a PA capacity		X
Experience handling confidential information appropriately	X	
Understanding of school procedures, safeguarding and Ofsted requirements.		X
Experience using school management systems (e.g., Arbor/PS Financials)		X
Experience in managing budgets and office procurement.		X
Skills & Abilities		
Strong IT skills including proficiency in Microsoft Office (Word, Excel, Outlook)	X	
Possess excellent communication skills, having the ability to relate to and empathise with a broad range of students of different ages, from different backgrounds	X	
Strong organisational and planning skills	X	
Ability to prioritise workload, multitask, and meet deadlines under pressure	X	
Ability to manage and motivate a team effectively	X	
High level of accuracy and attention to detail	X	
Resilient, positive, forward-looking and enthusiastic about making a difference	X	
Ability to deal professionally with parents, pupils, staff and external agencies	X	
Awareness of sensitive information and the need for confidentiality	X	
Knowledge		
Knowledge of guidance and requirements around safeguarding children (training will be provided)	X	
Knowledge of data protection and confidentiality requirements (e.g. GDPR)	X	
Understanding of school administrative functions and procedures		X

**Beyond Schools Trust** is committed to safeguarding and promoting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

This post is subject to an Enhanced DBS Disclosure, Children's Barred List and where applicable Disqualification under the Childcare Act check.



## Summary of Terms & Conditions

<b>Start date:</b>	September 2025
<b>Contract Type:</b>	Full-Time, Permanent
<b>Place of Work:</b>	Hilltop Road, Frindsbury, Rochester, Kent ME2 4QN
<b>Hours &amp; days of work:</b>	<p>37 hours per week / Monday – Friday / Term-time, plus one week Monday-Thursday 08:30-16:30 / Friday – 08:30 – 16:00 (<i>includes a 30-minute unpaid lunch break</i>).</p> <p>You may be required to work until 5pm on Tuesdays to meet the needs of the school, however you will have the opportunity to leave earlier on another day to maintain your contracted hours.</p>
<b>Salary:</b>	<p>Trust Salary Scale, Point 06-19 (C1) £25,183 - £31,067</p> <p>Actual Salary Between £21,660 - £26,721</p>
<b>Induction Period:</b>	This post has a 6-month induction period.
<b>Pension:</b>	Membership of the Local Government Pension for support staff
<b>Notice period:</b>	One month to be worked during term-time
<b>Car insurance:</b>	Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability





# Benefits

## Care First

Access to **Care First** Employee Assistance Programme. Care First provides independent and professional employee support services from qualified counsellors and information specialists designed to help you with a wide range of work, family and personal issues.

## Benenden Healthcare:

Non-contributory membership of Benenden Healthcare Scheme, which includes immediate family access to 24/7 GP service.

## Continuing Professional Development:

A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

We invest in our staff by encouraging continuing professional development and enabling opportunities for career progression. An example is that staff have access to collaborative coaching across the Trust. Feedback from staff (May 2023) includes the following:

*"It has been brilliant to speak to people who are in a similar position and have similar expectations in regards to the whole educational environment"*

*"The time to speak to our colleagues across the Trust and to go on this journey together has been welcomed".*

*"I have learned so much during these workshops and I am extremely grateful for them"*

*"Learning the skills to become an effective leader for when I become a middle leader"*

*"I feel more confident in my people skills and how I motivate and converse with my team in order to achieve our shared goals".*

## Staff Wellbeing:

Whole Trust approach to well-being.

## Pension Scheme:

Support staff with a contract of more than 3 months will be automatically enrolled in the **Local Government Pension**. Contribution bandings are based on actual salary. Contribution rates from 1<sup>st</sup> April 2024 are as follows:

Annual Salary Rate	Member contribution Rate
Up to £17,600	5.5%
£17,601 to £27,600	5.8%
£27,601 to £44,900	6.5%
£44,901 to £56,800	6.8%
£56,801 to £79,700	8.5%
£79,701 to £112,900	9.9%
£112,901 to £133,100	10.5%
£133,101 to £199,700	11.4%
£199,701 and above	12.5%



<b>Other Benefits:</b>	Two-week, half-term break in October
<b>Employee Referral Scheme:</b>	Up to £500 payable for a new employee referral across the Trust
<b>Family Friendly Policies:</b>	The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.
<b>Cycle Scheme:</b>	The Trust is a member of the Cycle to Work Scheme.
<b>Car Parking:</b>	Free onsite parking (we are in a ULEZ free zone)
<b>Catering:</b>	On site catering at affordable prices
<b>Employee Discounts include:</b>	<p>20% discount off membership for Avenue Tennis  <a href="#"><u>Medway Gym &amp; Fitness Centre   Avenue Tennis</u></a></p> <p>Access to Civil Service Sports Council, by becoming a member you start enjoying thousands of exclusive discounts, including free, unlimited, year-round family entry to English Heritage and Kew Gardens, a Tastecard and many more discounts.</p> <p>Free annual subscription to Headspace</p>



# The Recruitment Process

**Closing date:** Friday 11<sup>th</sup> July 2025 at 09:00am

**Interview date:** Wednesday 16 July 2025

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.***

To apply please complete an application form which can be found on the school's careers page [Our Vacancies](#)

If you wish to discuss the role, please contact **Ewa Eddy** via email [eddye002@hilltopprimary.co.uk](mailto:eddye002@hilltopprimary.co.uk)

**The application form:** Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

**Right to work in the UK:** Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

**Safeguarding:** Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

**CV:** We do not wish to see your CV so please do not include it.



**Supporting Statement:**

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

**Additional skills:**

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about

**References:**

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

**Equal opportunities monitoring:**

This will be kept separate from your application and used only for monitoring purposes by the HR department.

**Special arrangements:**

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

**Retention of Personal Information:**

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restrict to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available [here](#)

**Equality and Diversity:**

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

**Criminal Convictions:**

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.



## Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

## Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.





## Office Manager, Attendance and PA

**Salary:** Trust Scale 06-19 (£25,183 - £31,067 FTE)  
**Actual Salary:** £21,660 - £26,721  
**Start date:** September 2025  
**Hours:** 37 Hours Per Week / Term-Time (*plus one week*)  
**Location:** Hilltop Road, Frindsbury, Rochester, Kent ME2 4QN  
**Closing date:** Friday 11<sup>th</sup> July 2025 at 09:00am  
**Interview date:** Wednesday 16<sup>th</sup> July 2025



We are seeking a proactive, highly organised and approachable individual to join our team as an Office Manager, Attendance and PA. This pivotal role combines administrative leadership, attendance monitoring, and direct personal assistance to senior staff. You will provide high-level personal assistant support to senior leadership, managing diaries, scheduling meetings, preparing documentation, and acting as a key point of contact. This is a role that requires excellent interpersonal skills, discretion, and the ability to multitask under pressure while maintaining a warm, calm, and professional presence.

Hilltop Primary School is a vibrant and inclusive learning community, committed to providing every child with the support they need to achieve their full potential.

### In return, we will offer you:

- An incredibly supportive group of colleagues and leaders
- Comprehensive induction programme with a commitment to CPD
- Care First Employee Assistance Programme
- Non-Contributory membership of Benenden Private Health Care Cover
- Membership of the Local Government Pension Scheme
- Two-week half term in October
- Cycle To Work Scheme

For further details on this role and to apply please complete an application form which can be found on the school's careers page [Our Vacancies | Hilltop Primary School](#)

Visits to the school are strongly encouraged. For further information and to arrange a school visit, please contact **Ewa Eddy** on **01634 710312** or via email [eddye002@hilltopprimary.co.uk](mailto:eddye002@hilltopprimary.co.uk)

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.***

### Safeguarding Commitment

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".

### Equality & Inclusivity Statement

At **Beyond Schools Trust** we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.



## Our Location

**Hilltop Primary School**  
Hilltop Road  
Frindsbury  
Rochester  
Kent  
ME2 4QN

**Tel:** 01634 710312  
**Email:** [office@hilltopprimary.co.uk](mailto:office@hilltopprimary.co.uk)  
**Website:** [www.hilltopprimary.co.uk](http://www.hilltopprimary.co.uk)  
**what3words:** [poetic.labels.train](https://www.what3words.com/poetic.labels.train)

