

RECRUITMENT PACK



Westbourne Primary School

Office Manager

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w**o**rk**s**

Academy Trust
*Building children's
futures together*

Office Manager Advert

Ref:	500104a
Position:	Office Manager
Required from:	September 2026 or as soon as practicable
Contract:	Permanent
Hours:	25 hours, per week. 8.30am to 1.00pm Monday to Thursdays, 8.30am to 4pm Fridays 5 days a week, Term Time only
Salary:	Grade 6, Scale Point 9, £28,153 (full time equivalent) Actual Starting Salary : £16,022p.a.

We are seeking to appoint an exceptional candidate as our Office Manager to join our friendly, supportive and forward-thinking school. The successful candidate will not necessarily have previous school experience, but will be highly motivated, positive, emotionally intelligent and enthusiastic about contributing to our whole-school improvement.

At Westbourne Primary School we have high expectations and a commitment to improve children's learning and staff expertise. We have children who are keen to learn with enthusiastic and supportive staff, community council members and parents.

The Office Manager will work under the local guidance of the Headteacher. The main function of the role is to lead the school's Administration Team and ensure its effective operation in providing business services to the school to support the provision of effective teaching and learning. This includes responsibility for day to day operations relating to some local finance, human resources administration, learning environment, aspects of health and safety, safeguarding and IT provision.

Westbourne Primary School will be joining Schoolsworks Academy Trust from October 2026 and so the Office Manager will receive excellent back office support from the trust's Central Services Team based in Littlehampton.

The successful candidate will:

- Have exceptional organisational, administrative and IT skills.
- Be proactive and demonstrate initiative, whilst being able to manage their time effectively.
- Be emotionally intelligent, have excellent communication skills, be very approachable and be able to establish excellent relationships with children, staff, parents and other stakeholders.
- Have high expectations of themselves and others, be committed to achieving the best for the school, every child and every staff member, and continuously strive to achieve this.
- Be an excellent professional, team player and role model who can lead by example and will support and promote the vision of the school.
- Be reliable, diligent and maintain confidentiality.
- Be enthusiastic to move their learning forward by taking on relevant support, advice and training.
- Be flexible and adaptable to work with the changing needs of the school and Academy Trust.

Office Manager Advert

How to Apply:

For a list of essential and/or desirable skills please refer to the job description and person specification which is included in this pack. The application form can be downloaded from the advert and completed applications should be forwarded to **recruitment@schoolsworks.org**

Visits to the school are warmly welcomed during term. If you are interested in applying and would like to visit the school please Tel: 01243 602738 or email office@westbourneprimary.co.uk. We do recommend that you also visit our school website <https://www.westbourneprimary.co.uk/> for further information about our school.

Westbourne Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people, and there is an expectation of all staff and volunteers to share this commitment. This post is subject to a successful Disclosure & Barring check and satisfactory references.

Close Date: Wednesday 30th September 2026

Interviews: W/c 12th October 2026

Office Manager Job Description

Grade:	NJC Grade 6
Hours:	25 hours per week,
Pro-Rata:	Term Time Only
Responsible to:	Leadership Team and Headteacher

This job description and allocation of particular responsibilities may be reviewed following consultation. Such a review will take place as part of the performance management cycle and at any other time on request.

MAIN PURPOSE OF THE JOB:

- Working as an active part of the Administrative Team, to provide a high quality administrative support to the Leadership Team to ensure the efficient operation of the school
- To be responsible for the marketing, publicity and promotion of the school, its vision and ethos to ensure maximum uptake of places and positive reputation in local community
- To be responsible for the administration for new intake of pupils, in year transfers and pupils moving on to secondary school
- To be responsible for the administration of the recruitment of staff and on-going maintenance of staff data and records
- To provide front of house service provision

MAIN FUNCTIONS:

Administrative support

- To provide administrative support for the Head of School and Assistant Headteachers, ensuring appropriate administrative procedures are undertaken
- Act as point of contact with the school, screening any routine enquiries, for staff, councillors, parents and others seeking contact with the Leadership Team
- To assist members of the Leadership team in organising their administrative workload, recommending items to be dealt with in order of priority and undertaking routine administration on their behalf. To ensure that the Leadership Team member responds to particular approaches within timescales identified in any agreed priority action list
- To assemble and prepare papers required by the Leadership Team to attend meetings, prepare reports or to reply to requests for information
- Maintaining electronic diaries for Leadership Team members, ensuring that main entries are shared with main school diary as appropriate, appointments are arranged as required and that s/he is adequately briefed on matters to be discussed
- To ensure the provision of care & hospitality for visitors to the school, including the provision of refreshments where appropriate
- To handle all confidential correspondence with discretion
- To arrange meetings, ensuring that all parties involved in such meetings are informed of dates and times and that all agendas, letters, reports and documentation are dispatched in a timely manner
- To ensure that, when required, meetings are minuted and that matters arising from meetings are dealt with by the appropriate person within agreed timescales
- To draft, as appropriate outgoing correspondence and school documents that are the direct responsibility of the Leadership Team member
- To maintain the school's filing system
- To support the Leadership Team members in the organisation and detailed planning of special events
- To assist the School Community Council with any documentation updates as required and to ensure that relevant documentation and policies are distributed to staff and held centrally on School network system.

Office Manager Job Description

Financial Operations

- To work in liaison with and under the direction of the Schoolworks Central Finance Team to support school based financial activity to oversee the ordering and processing of the school's goods and services within delegated authorisation limits
- To be responsible for the proactive administration and payment of before an afterschool clubs run by the school or invited agencies.
- To ensure that there is a staffing rota in place for the wraparound club.
- The management of school trip money and school fund account administration
- To maximise income generation within the ethos of the school
- To liaise as required with the Schoolworks Shared Services Team and hirers of the school's facilities

Marketing & Publicity

- To foster links between the school and the local community in accordance with the ethos of the school
- To take a lead role in the marketing and promotion of the school to develop a positive reputation and image of the school to sustain and improve pupil roll numbers and community interaction with the school
- To ensure the school maintains and develops its high positive profile within the local and wider community
- To maintain and develop positive relations with press
- To produce relevant marketing and publicity materials and resources, including the school website, ensuring high service quality standards are maintained
- To produce standard school stationery templates and documents for use throughout the school, including the school handbook, ensuring that high service quality standards are set up in all documents produced

Pupil Admissions & Transfers

- To ensure procedures for the admission and withdrawal of pupils from the school and completion of termly administration sheets are maintained
- To liaise with the LA Admissions Department ensuring that all returns are completed and returned within agreed deadlines
- To undertake all administrative matters relating to the exclusion of students
- To deal with general admission enquiries from prospective parents, signposting them to the relevant authority to apply for a place as required
- To oversee the production of admission packs for new pupils, regularly reviewing content to ensure that it meets current data requirements
- To liaise with leadership team in the planning and organisation of open days and new entrant sessions, producing invites and notices to parents and ensuring that all documents are produced and provided within given timescales
- To ensure the effective administration of pupils transferring to secondary school within the agreed time-frame, ensuring that all relevant information and documentation is provided as required
- To ensure that the LA annual school admission process is promoted and that information is distributed to parents and supporting and assisting parents who have difficulty completing the appropriate application forms online
- To ensure that CTF's are sent and received as necessary

Personnel Management

- To work in liaison with and under the direction of the Schoolworks Central HR Team to support school based HR activity to administer general personnel matters.
- To manage all Safeguarding administration procedures including all checks on new staff: DBS checks, references, membership of relevant professional bodies and qualifications and undertake induction training with new staff
- To maintain the Single Central Record
- To provide training administration service ensuring that staff training is booked and confirmed as required by the Leadership team and that training records are maintained and updated in Arbor and on file
- Maintain local staff handbook to ensure documentation is kept accurate and up to date, sharing with staff as appropriate.

Office Manager Job Description

Whole School Administration

- To lead the school's administration services, including line management and appraisal of the Admin Team
- To assist other members of the Administrative Team with any duties required as and when necessary
- To cover the main desk on a daily basis as required
- To hold a First Aid at Work qualification and provide first aid to both adults and children as and when required
- To be a designated fire marshal and be responsible for staff role call in the event of evacuation
- To take an active role in the planning, development and management of the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones
- To be responsible for the general management of the school's administrative computer network and the implementation of appropriate Management Information Systems
- To provide for the preparation and production of all school records and publications as required
- To act as correspondent for the DfE and to provide records and produce returns as required
- To undertake all activities in line with the School's and the Trust policies and procedures

Other Information:

- The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this post and, in addition, as a term of this employment the post holder may be required to undertake various other duties as may reasonably be required without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.
- The post holder must carry out their duties in accordance with current UK and European law and Schoolworks Academy Trust's policies, procedures, requirements and standards January 2019

Office Manager Job Description

Qualifications	Essential	Desirable	Evidence by
English & Maths GCSE equivalent at C grade or above	√		A
Experience			
Experience in administrative role	√		A
Experience of team leadership		√	A / L
Experience of HR / personnel		√	A
Knowledge & Skills			
Excellent IT skills	√		A
Excellent organisational and administrative skills	√		R
Ability to learn new skills and processes quickly	√		R
Confidence to explore and use unfamiliar IT packages	√		I
Emotionally intelligent, excellent team player and builds positive relationships	√		I
Ability to communicate with a wide range of audiences including staff, children, parents, governors and external agencies	√		A / I
Be able to lead and inspire others	√		L/R
Personal Attributes			
Be highly motivated, enthusiastic and have high expectations of themselves and the school	√		I
Be reliable, diligent and maintain confidentiality	√		R
Possess a positive attitude and approach to change, new ideas and challenges	√		I / L
Be flexible to meet the changing needs of the school	√		I
Friendly and approachable	√		I
Calm under pressure	√		R / I
Discreet and loyal	√		R / I

Criteria to be assessed through:

Application (A), Supporting Letter (L), Interview (I) and References (R)