

The Avenue Primary School

Office Manager

Pay Scale: Scale Point 19-23 (£24,994 - £26,844 per annum)

Contract: 32 hours per week. Term time only plus one week.

Hours of work: 4 days a week 8.00am to 4.30pm

Required from 1st March 2026

Temporary until 31st December 2026



01642 318510

The Avenue Primary School are seeking to appoint a suitability qualified, enthusiastic and highly motivated Office Manager to lead a Team within our successful school, where everyone is valued within our ethos of mutual respect.

We are looking to appoint someone who wants to make a difference, ensuring the school is compliant with all aspects of safeguarding and safer recruitment; to run effectively, efficiently and successfully with the welfare and wellbeing of all pupils and staff in mind.

The role is multi-faceted and the successful candidate should have experience of working in a busy school office. He / she should demonstrate excellent listening and communication skills and empathy for all stakeholders. We have a current school capacity of 480 plus a 52-place Nursery, and the successful candidate will need to be able to develop professional relationships with children, staff, parents, external professionals and the wider community.

The Office Manager will manage a small office team and work very closely with the Senior Leadership Team, in conjunction with managing the school office. The ideal candidate will be someone who can think on their feet, be flexible, resilient, well-organised, able to multi-task, able to approach difficult situations positively and be able to see the bigger picture across the whole school.

The main requirements of the post are outlined below:

- Provide support to the Head of School and Senior Leadership Team
- Continue to build the school's image and relationships within the wider community
- Manage the school office, dealing with all enquiries and administration requirements
- Be responsible for the safe recruitment and payroll of staff, devising effective administrative procedures in line with Trust policies, ordering and invoices, updating the Single Central Record, managing pupil payments among other tasks.
- Ensure the successful running of the school building on a day-to-day basis.

If you could make an amazing contribution to our school, please look carefully at the following materials and complete the application form. Please include a covering letter, detailing your skills, attributes and experience for this position.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE 2023) will be undertaken before an appointment is confirmed.

Please return completed applications directly to James Hunter, Head of School:

recruitment@theavenue.lingfieldtrust.org.uk

Visits to the schools are welcomed at the following times:

- Wednesday 17th December 2025 – 3.30pm
- Thursday 18th December 2025 – 3.30pm
- Thursday 8th January 2026 – 3.30pm

Closing Date: Friday 9th January 2026 at 9.00am

Shortlisting: Friday 9th January 2026

Interviews: Friday 16th January 2026

JOB DESCRIPTION



POST: Office Manager	
GRADE: Scale Point 19-23	
RESPONSIBLE TO: Head of School	
STAFF MANAGED: Administration	
JOB PURPOSE: To provide effective administration and support services to school including the management of administration and business information systems and the supervision and co-ordination of other Office staff. To support Senior Staff and the Local Governing Body/Board of Trustees including contributing to the financial planning and development of school.	
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Main Responsibilities	<p>Post holders working to this job description may undertake any of the following main duties and responsibilities.</p> <ul style="list-style-type: none"> • To design and manage appropriate administrative systems and to support the work of the Senior Staff as required. • To analyse and evaluate data / information on behalf of Senior Staff. • To complete and submit information obtained from school management information systems as required by Lingfield Trust, Local Authority and DfE. • To assist Senior Staff to plan, develop and design administration monitoring systems, policies and procedures to ensure their efficiency and accuracy. • Manage the Office team to receive enquiries made to school and determine the appropriate priority of response including answering queries by telephone and face to face and ensure that they are dealt with effectively and efficiently. • To oversee the preparation of formal correspondence on behalf of Senior staff in response to queries and requests for information. • To undertake, with complete discretion and in confidence, tasks as directed, which may be of a sensitive and confidential nature as required by Senior Staff. • In the absence of Headteacher, liaise with appropriate Senior Staff with respect of urgent business. • To maintain an appropriate electronic schedule with the Headteacher as required including arranging venues, meetings and cancelling appointments as required, to ensure time is effectively manage. To provide administrative support duties to Senior Staff and Local Governing Body as required (including organising school visits and events). • To undertake research and obtain information on behalf of Senior Staff to assist with decision-making processes. • To assist Senior Staff with the promotion of the school and take a leading role where necessary and appropriate. • To co-ordinate and administer the letting of school facilities. • To co-ordinate the management of school licences and insurances as required. • To assist with the management of service contracts

	<ul style="list-style-type: none"> • To assist Senior Staff to manage, monitor and plan expenditure from agreed budgets. • To process orders and ensure payment of invoices. • To check the weekly payment run to ensure the invoices have been processed correctly and checking the bank balance to ensure there are sufficient funds available to meet payment. • To check the evidence for the bank reconciliation on a monthly basis prior to processing. • To facilitate external auditors visiting the school to carry out financial internal audits as required. • To be fully compliant with Safer Recruitment procedures, advertising vacant posts, pre-employment checks and maintaining staff office files in line with Trust Policies • To be responsible for keeping the SCR updated and provide data to the Head Teacher/LGB/Trust • To support Trust / staff in accessing information / reports / data from Arbor • To assist welfare including liaising with parents, carers and staff. • To safeguard and promote the welfare of children for whom you have contact with, to include adhering to all specified procedures. • To ensure drop off / collection of children outside of normal hours is correctly supervised and recorded by the office team and any concerns are followed up immediately • Monitor business work rotas to ensure an efficient service is available and when necessary, support Senior Staff with the replacement of permanent employees or hire temporary staff to cover periods of absence or unavailability. • Support senior staff in the management of the school's website to ensure compliance. • Take a lead on the school's communication strategy, including regular updating of social media accounts. • Liaise with IT providers to ensure all outstanding tasks are completed in line with the SLA • To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme. • Any other duties of a similar nature related to the post which may be required from time to time.
Lingfield Education Trust	<ul style="list-style-type: none"> • To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters to protect both yourself and others. <p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i></p>

	<p>PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.</p> <p>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p> <p>The post will be based in The Avenue Primary School however, the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.</p>
Date of Issue:	October 2025

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Qualifications <ul style="list-style-type: none"> NVQ level 3 / 4 in Administration, Business or equivalent experience (AF,C) 	<ul style="list-style-type: none"> Experience working in a school setting (AF,I) Relevant qualifications that would support this role (AF,C)
Experience and Knowledge	
Skills <ul style="list-style-type: none"> Excellent interpersonal skills (AF,I,T) Ability to relate well to children and adults (AF,R,I) Ability to be able to present information in a logical and systematic manner and to interpret information and situations with skill and understanding (AF,R,I) Ability to train and motivate a team (AF,R,I) Ability to develop and maintain a successful team and prioritise own work with minimum supervision (AF,R,I) Ability to communicate both orally and in writing to a wide range of audiences (AF,R,I) Ability to work under pressure to tight deadlines on several different projects (AF,R,I) Highly adaptable ICT skills (AF,R,I) Proven ability to undertake effective research (AF,R,I) 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Personal Attributes <ul style="list-style-type: none"> • Confident and able to prioritise and problem solve (I,AF,R,T) • Excellent time management (R) • Professional and proactive (R,I,AF) • Participate in development and training opportunities in respect of oneself and others (AF,R,I) • Good health and attendance record ® 	
Special Requirements <ul style="list-style-type: none"> • Motivation to work with children, families, school staff and all school stakeholders (AF,I,R,D) • Ability to form and maintain appropriate relationships and personal boundaries with children and adults (AF,I,R,D) • Emotional resilience in working with challenging behaviour and attitudes (AF,I,R,D) 	<ul style="list-style-type: none"> • Experience working with members of the public / wider professionals / teams (AF,I,T)

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
T	Task
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references