

School Office Manager

The Priory
Primary School



Contract/Hours: Full-time

Starting 1st December 2023

Salary Type: Support Staff

Salary Details: D1 (£23,703 FTE)

Hours of Work: 35 hours per week, Monday to Friday: 8.15am – 3.45pm

Term-time only plus 5 inset days and up to 5 days overtime during school summer holidays

Location of Role: The Priory Primary School

Closing date: Friday 3rd November 2023

Contact e-mail address: office@priory.hants.sch.uk

'Inspiring a Love of Learning'

The Priory Primary School is a single academy trust set in a beautiful rural location in North Hampshire. We are a single-form entry school with children who really enjoy learning. We are looking for a confident Office Manager to join our dedicated and welcoming team.

The role involves:

- Overseeing the daily administration of the school office
- Admissions and parental enquiries, liaising with Hampshire County Admissions Team
- Maintaining accurate pupil records in Arbor and related databases
- Submitting statutory data to external agencies
- Updating the school website
- Assisting with the planning and development of support services throughout the school
- Acting as PA to the Senior Management Team

The successful candidate should have:

- Excellent administration, communication and organisational skills
- A good working knowledge of Microsoft packages and Arbor (or other school management information systems)
- Recent and relevant experience of working in a school office
- Tact, diplomacy, confidentiality and sensitivity
- Good understanding of safeguarding procedures
- Must be able to work efficiently in a busy environment and use their own initiative to solve work related problems effectively
- Must support the school's ethos and values

Application Procedure

The Priory is a friendly and rewarding place to work. Visits to the school are actively encouraged and warmly welcomed. To arrange a visit please contact the office on 01256 850062.

An application form and a job description can be found on our website at www.theprioryprimaryschool.org.uk