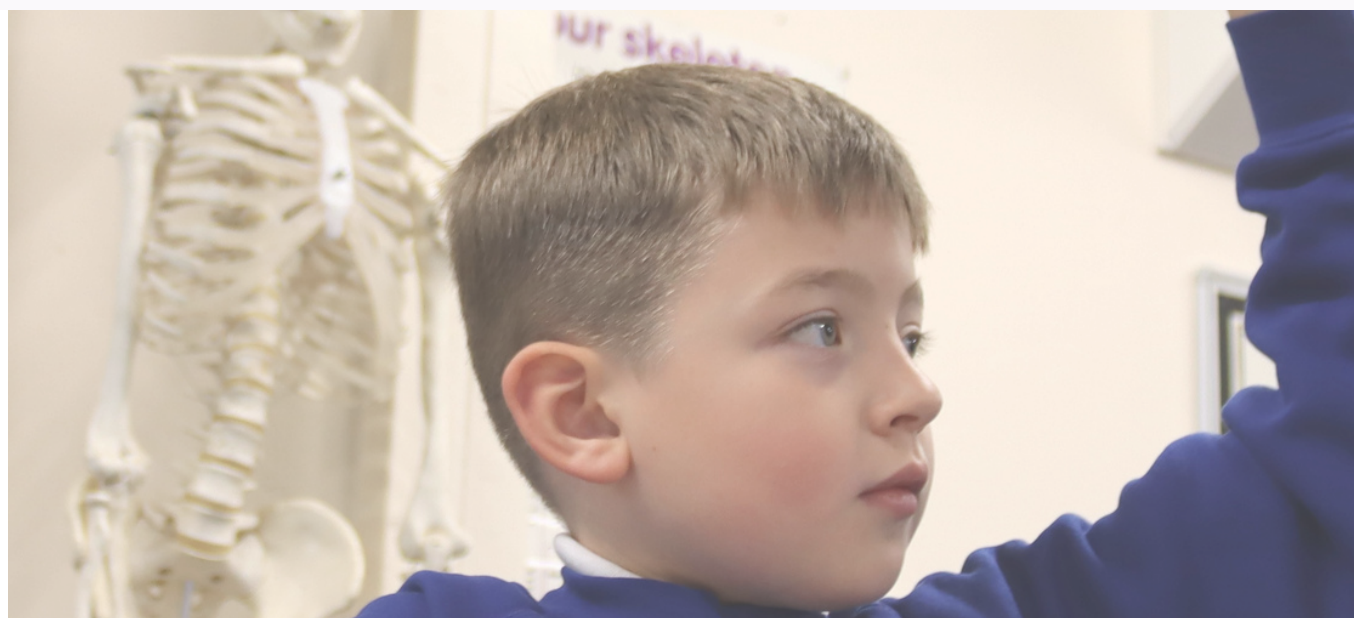
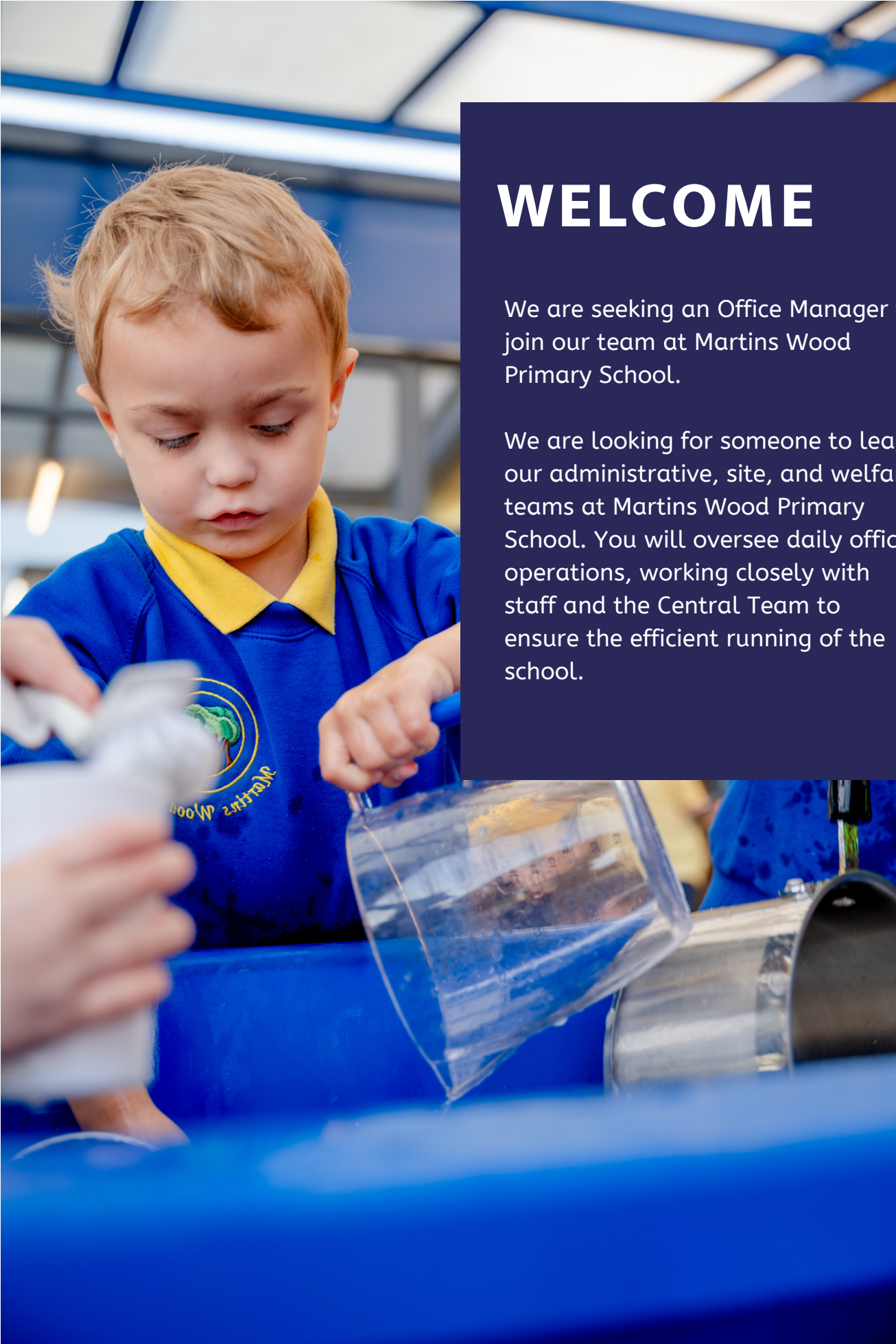


Office Manager Recruitment Pack



A young child with light brown hair, wearing a blue school uniform with a yellow collar, is focused on pouring water from a clear plastic jug into a blue container. The child's school uniform features a circular logo with a tree and the text 'Martins Wood Primary School'. The background is a blurred indoor setting with blue structural elements.

WELCOME

We are seeking an Office Manager to join our team at Martins Wood Primary School.

We are looking for someone to lead our administrative, site, and welfare teams at Martins Wood Primary School. You will oversee daily office operations, working closely with staff and the Central Team to ensure the efficient running of the school.

MARTINS WOOD PRIMARY

We believe that **Martins Wood Primary School** is a very special place. Our impressive facilities, spacious building and grounds along with a dedicated and enthusiastic staff all help to create an attractive and enriching learning environment for all – from the two year olds in our pre-school through to the eleven year olds in Year 6.



**Inspiring an
ambition
to learn**

“Leaders set clear expectations that all pupils will succeed, regardless of need or circumstance. Staff also take time and care to get to know all pupils’ wishes and feelings so that they are better able to help them succeed at school. Pupils talk very positively about their school. They make friends here and are well cared for by staff who are ambitious for what they can achieve.”

~ Ofsted, December 2025

KEY INFORMATION

Age range:

2 to 11

Location:

Stevenage, Hertfordshire

School type:

Primary Academy
Ivy Learning Trust

Pupils on roll:

587

Children eligible for FSM:

13.7%

2025 KS2 results:

64% achieved expected
standard (combined)

Ofsted:

Expected standard in all areas
(2025)



“Pupils have a solid understanding of key knowledge across all curriculum subjects. This helps them to be ready for future learning at secondary school. Leaders ensure that the learning in early years is ambitious. Children learn how to sustain concentration, become independent and take turns. They are safe, busy and happy young learners.

~ Ofsted, December 2025

Our Values

Ivy is a group of 16 schools, dedicated to giving children the best possible education.

At Ivy, we make it easier to make a difference:



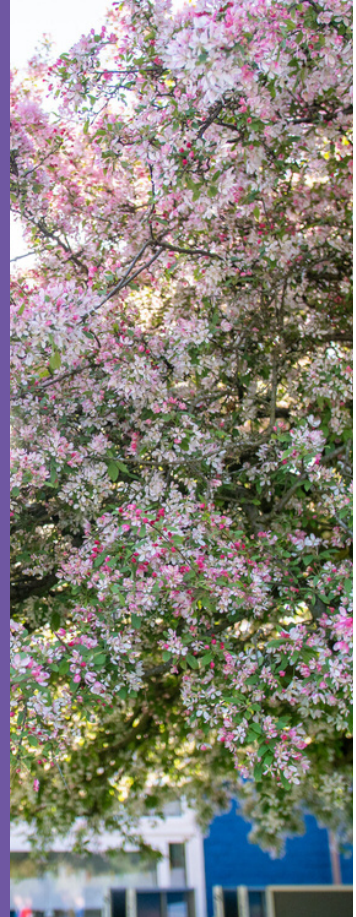
Easier to Learn.



Easier to Teach.



Easier to Lead.



Ivy Learning Trust was formed 2017 with two Enfield primary schools, Brimsdown and Lavender, in order to formalise the already close working relationship between them. We now have a network of 16 primary schools across North London and Hertfordshire.

This collaboration has enabled our community to benefit from the expertise and talents at each joining school, with leaders sharing successful techniques and innovations. Staff enjoy better access to CPD programmes and opportunities to develop their careers. We are a supportive community, dedicated to ensuring that no one is left behind and that everyone benefits from being part of our Trust.

OUR SCHOOLS



16

Schools

*All Good,
Outstanding or
Expected Standard+*

SCHOOL	LOCATION	JOINED	OFSTED
1. Lavender	Enfield	2017	Good (2025)
2. Brimsdown	Enfield	2017	Good (2023)
3. Churchfield	Enfield	2018	Good (2022)
4. Eastfield	Enfield	2018	●●●●●●●● (2026)
5. Walker	Enfield	2019	Good (2023)
6. The Wroxham	Hertfordshire	2019	Good (2024)
7. Woodside	Hertfordshire	2020	Good (2025)
8. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
9. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
10. Peartree	Hertfordshire	2022	Good (2025)
11. Martins Wood	Hertfordshire	2022	●●●●●●●● (2025)
12. Watchlytes	Hertfordshire	2022	●●●●●●●● (2025)
13. Round Diamond	Hertfordshire	2023	Outstanding (2025)
14. Windhill21	Hertfordshire	2024	Outstanding (2025)
15. Richard Whittington	Hertfordshire	2024	Good (2019)
16. De Bohun	Enfield	2025	Good (2020)

**Schools inspected since joining Ivy.*

WORKING AT IVY



“

Staff are overwhelmingly proud to be part of the school community. Regular training helps staff stay sharp and keep ahead of the game. Senior leaders do much to look after staff's wellbeing.

~ Ofsted, Crabtree Junior, 2023

”

When you join Ivy, you'll have access to a comprehensive range of benefits, designed to support your career progression and wellbeing. As a Trust, we offer an inclusive work environment, recognise and reward excellence, encourage creativity and support ongoing professional growth.



Employee Assistance Programme with access to free counselling, mental health and financial support



Professional development with defined careers pathways and paid study leave



Tax free childcare scheme and admissions priority for the children of school employees



Pension scheme



National pay in line with STPCD



Flexible working available



Cycle to work scheme



Discounted gym membership



Occupational health service

JOB DESCRIPTION

About this Role:

The school office has such an important role in ensuring the whole organisation runs smoothly and at Martins Wood, we recognise the significant impact of a well-run office. Our Office Manager will lead and co-ordinate day to day administrative, site and welfare functions in order to assist in the smooth running of the school. The post is for a 40 week contract, 40 hours a week (8am-5pm).

Main Duties and Responsibilities:

- To be responsible for the day-to-day leadership, development and management of the administration team, site team and welfare staff
- To liaise closely with the Central Team and take responsibility for ensuring agreed procedures are followed at all times
- To attend regular Ivy Office Manager meetings
- To coordinate and supervise the work of admin staff to ensure the school office is organised efficiently, being proactive and creative about making adjustments if issues arise
- To provide cover for the work of other members of the team according to workload pressures/ staff absences, as required and as appropriate, to ensure the smooth running of the office functions
- To ensure all visitors and volunteers provide suitable documentation for safeguarding checks to be made where appropriate and keep Single Central Record updated to reflect this
- To be responsible for ensuring the accuracy of the student database
- To be responsible for the effective management of school administrative equipment and resources, ensuring that the office stationery and curriculum resources are at appropriate stock levels
- To be responsible for the school's general email address, responding to or forwarding emails where appropriate
- To ensure a responsive telephone service is in place at all times by dealing promptly with calls or referring callers to appropriate staff and taking messages in a precise, accurate and courteous manner

JOB DESCRIPTION

- To ensure a responsive and secure service is in place for visitors to the school, ensuring controlled entrance and exit and a polite and welcoming approach
- To liaise with school kitchens
- To oversee the Health and Safety within the school and report on or action where appropriate
- To oversee parent pay and ensure all parent payments are in full and on time
- To have an overview of school attendance and work with SLT to ensure absences are managed correctly
- To coordinate and organise enrichment after school clubs and liaise with external providers
- To coordinate admission arrangements of pupils, according to the school's admission policy
- To coordinate the effective transition of new pupils to the school, as well as leavers with the organisation of all processes and key communication with families, staff and other agencies.
- To coordinate the recruitment of volunteers to the school, in accordance with safer recruitment procedures
- To support in the effective induction of new staff with senior leaders, and the handover of staff leavers, with regard to school property and access to school systems
- To be there for the parents and children when they need support

We truly welcome all applicants, regardless of age, gender, ethnicity and religion.

Martins Wood Primary School is committed to safeguarding and promoting the welfare of our children. We follow safer recruitment guidelines when advertising and employing new staff and the post would be subject to an enhanced DBS check and reference checks.

DETAILS AND TIMELINE

Contract Type:

Permanent, Full- Time

Salary:

£30,515 - £33,119 Annually (FTE)

Closing Date:

31 October 2026

Interview Date:

September 2026

Our Policies:



Privacy Notice



Code of Conduct



Recruitment



Safeguarding

Martins Wood Primary School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced disclosure and medical checks.

Visits to the school are welcome. Please get in touch to arrange a visit or speak with the Headteacher:

01438 222602

admin@martinswood.herts.sch.uk

