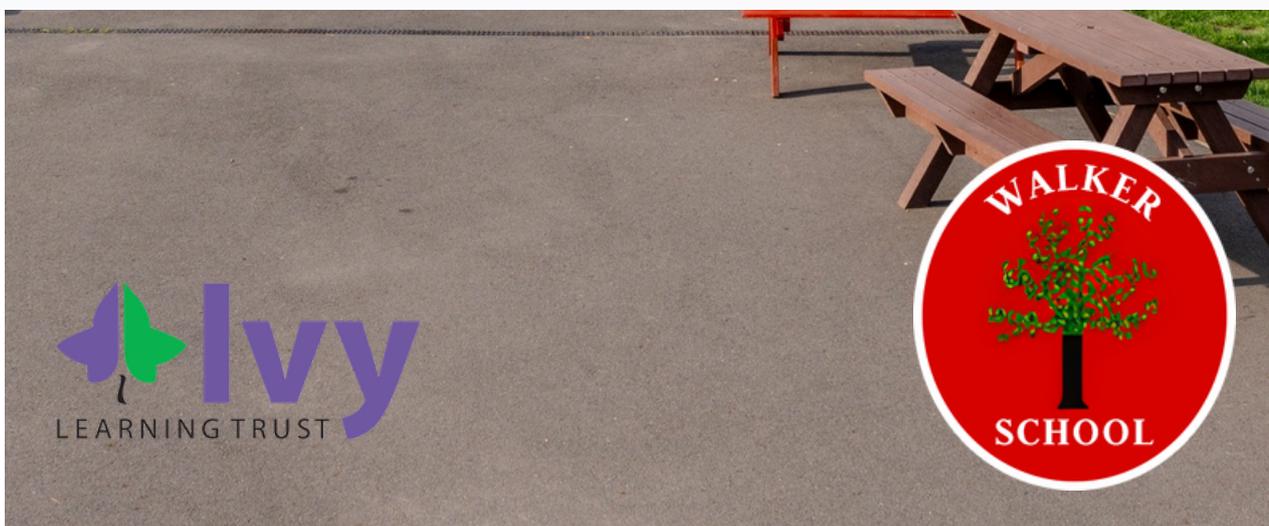
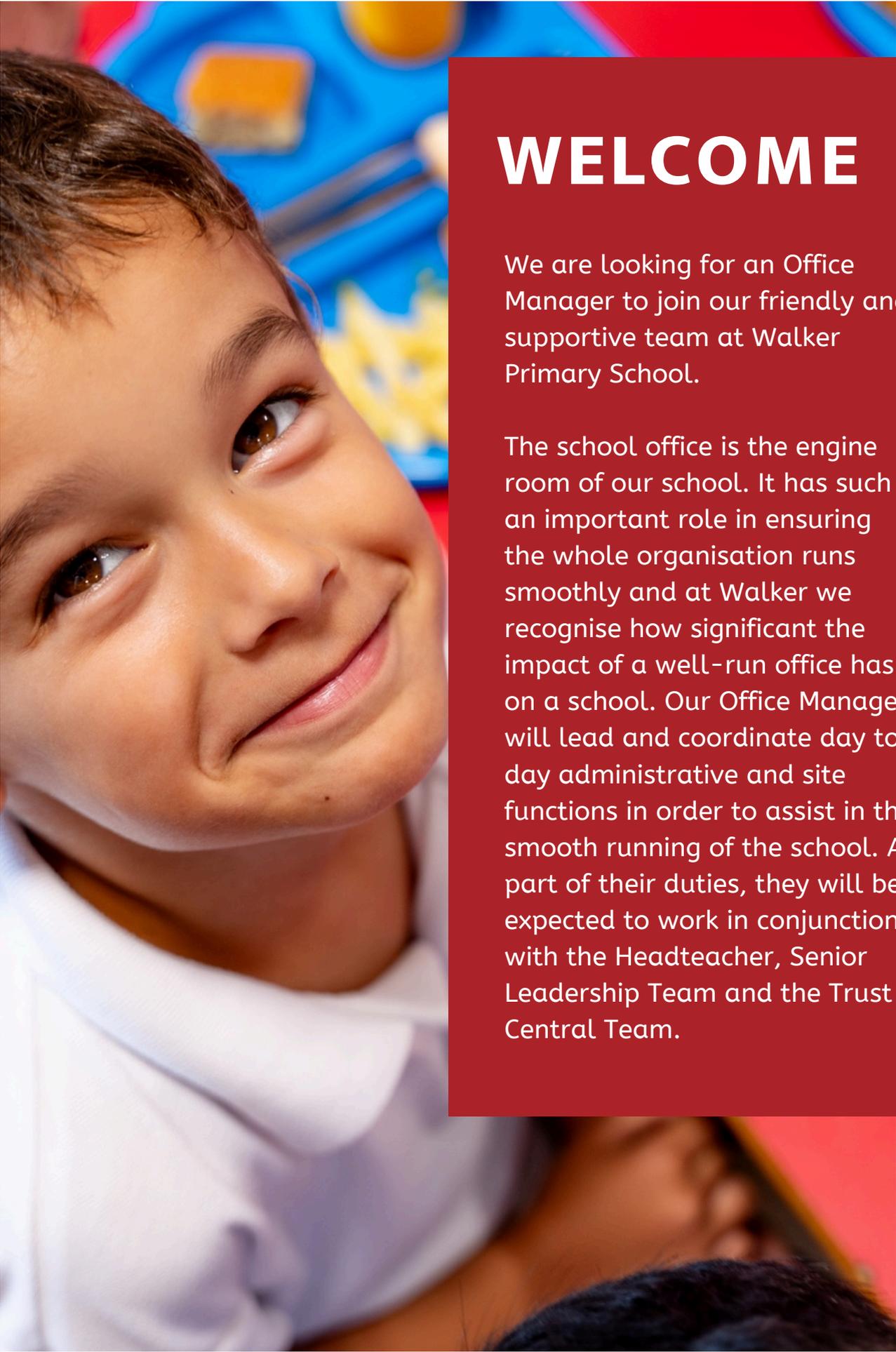


# Office Manager Recruitment Pack





# WELCOME

We are looking for an Office Manager to join our friendly and supportive team at Walker Primary School.

The school office is the engine room of our school. It has such an important role in ensuring the whole organisation runs smoothly and at Walker we recognise how significant the impact of a well-run office has on a school. Our Office Manager will lead and coordinate day to day administrative and site functions in order to assist in the smooth running of the school. As part of their duties, they will be expected to work in conjunction with the Headteacher, Senior Leadership Team and the Trust Central Team.

# WALKER PRIMARY

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Walker is an ambitious, diverse and inclusive school in Southgate, North London.

We are passionate about ensuring extraordinary outcomes for all who walk through our door. Our vision, no one left behind, is central to all we do. Walker children and staff are proud to be part of our warm, welcoming community, where everyone achieves together. Children embrace all aspects of school life and support each other to be the best they can be.



*“Across Walker Primary School there is warmth, ambition and a real sense of community. Leaders have the highest expectations of all pupils, including those with special educational needs and/or disabilities (SEND). Pupils enjoy coming to school every day.”*

~ Ofsted, May 2023

**No one  
left  
behind**

# KEY INFORMATION

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**Age range:**

4 to 11

**Location:**

Southgate, London

**School type:**

Academy converter  
Ivy Learning Trust

**Pupils on roll:**

418

**Children eligible for FSM:**

7.7%

**2025 KS2 results:**

85% achieved expected  
standard (combined)

**Ofsted:**

Good, May 2023



*“Walker is a kind school  
where we help each other,  
make people’s days  
better, ensure that  
everyone is happy and  
that no one is alone.”*

~ Tim, Walker pupil and  
UNICEF Ambassador

A UNICEF GOLD RIGHTS  
RESPECTING SCHOOL

## Our Vision

Ivy is a charity and our purpose is to provide education for the public benefit.

### We have four guiding principles:

- We are one family of schools.
- Good education is a birthright.
- We make it easy to make a difference.
- Local leaders know their communities best.



Ivy Learning Trust is a family of schools dedicated to giving children a great education. We formed our Trust in 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 17 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



# 17

*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	Good (2022)
5. Larkspur	Hertfordshire	2018	Good (2023)
6. Walker	Enfield	2019	Good (2023)
7. The Wroxham	Hertfordshire	2019	Good (2024)
8. Woodside	Hertfordshire	2020	Good (2025)
9. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
10. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
11. Peartree	Hertfordshire	2022	Good (2025)
12. Martins Wood	Hertfordshire	2022	●●●●●● (2025)
13. Watchlytes	Hertfordshire	2022	●●●●●● (2025)
14. Round Diamond	Hertfordshire	2023	Outstanding (2025)
15. Windhill21	Hertfordshire	2024	Outstanding (2025)
16. Richard Whittington	Hertfordshire	2024	Good (2019)
17. 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

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## 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 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.
- 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 Arbor 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.

# JOB DESCRIPTION

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- 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.
- To provide admin assistance to the Headteacher.

## **All Staff Will:**

- Promote equality of opportunity.
- Follow safeguarding guidelines and child protection policy / procedures.
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management / appraisal.
- Promote positive attitudes and behaviour.
- Be committed to achieving the Trust values.
- Promote the Trust in the community.
- Work in partnership with all colleagues including the Trust Board / LGBs.
- Follow the Code of Conduct for Employees at all times.
- Have regard for and act in accordance with Health and Safety policy / practice.
- Celebrate success of pupils and staff.

All schools and services in the Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within the Trust are expected to share this commitment.

# JOB DESCRIPTION

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The post holder shall ensure that the duties of the post are undertaken with due regard to the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post and is not a contract of employment, nor any part of it. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected:

- To comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.
- To work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children.
- To provide emergency back-up cover in the event of staff absence.

At Walker Primary School, we value diversity and encourage applicants from all backgrounds to apply for this exciting opportunity.



# PERSON SPECIFICATION

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Criteria	Requirements
<b>Education and Experience</b>	Prior experience in an office management role, preferably in a school or educational setting.
	A bachelor's degree in business administration, management, or a related field is preferred but not required.
<b>Skills and Abilities</b>	Excellent organisational and time management skills.
	Strong communication and interpersonal skills, with the ability to interact with a variety of stakeholders including parents, staff, and students.
	Ability to handle confidential information with discretion and professionalism.
	Strong problem-solving skills and the ability to work independently.
	Attention to detail and accuracy in record keeping and documentation.
	Knowledge of basic accounting and budget management principles.
<b>Personal Attributes</b>	Positive and proactive attitude.
	Ability to work well under pressure and prioritise tasks effectively.
	Willingness to learn and adapt to new technologies and procedures.
	Commitment to fostering a welcoming and inclusive work environment.
	Passion for education and dedication to supporting the values of Walker Primary School.

# DETAILS AND TIMELINE

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## Contract Type:

Permanent, Full-Time

## Salary:

£38,256 - £39,276 (FTE)

## Closing Date:

Friday 13 March 2026

## Start Date:

Monday 13 April 2026

## Our Policies:

 [Privacy Notice](#)

 [Code of Conduct](#)

 [Recruitment](#)

 [Safeguarding](#)

This post has a minimum requirement of two references which must be your current or most recent employer.

Walker 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.

0208 886 3904  
[office@walker.enfield.sch.uk](mailto:office@walker.enfield.sch.uk)

