



Shirland Primary School

Be the best you can be!

Proud to be part of Christopher Nieper Education Trust



Office Manager

Candidate Pack

Location: Derbyshire



Welcome from the CEO

Thank you for your interest in joining Christopher Nieper Education Trust (CNET) as Office Manager at Shirland Primary School.

Christopher Nieper Education Trust is a small, growing, dynamic and ambitious Trust rooted in our local communities. Our vision is to develop leaders and achievers of the future, giving pupils the winning combination of a first-class academic education and life skills for future employability with excellent pastoral care. We know the challenges and we know that with care, determination, enthusiasm and working together we can support and overcome these.

The Trust was formed in 2016 with a single school, David Nieper Academy Alfreton 11-19. Stonebroom Primary and Nursery school joined the trust as our first primary school, and we are delighted that Shirland Primary School chose to become the second primary school to join CNET in November 2024. Mickley Village Primary & Nursery School joined as our third primary school in May 2025. We are very much looking forward to the continued growth of the Trust as additional local schools seek to join us.

Are you excited to be part of our Trust team, growing, and developing the Trust for the benefit of all our children, staff, families, and communities?

If you like the sound of the Trust and are keen to be instrumental in its future success, then we would like to hear from you and look forward to receiving your application.

Dr Kathryn Hobbs,
CEO
Christopher Nieper Education Trust



Welcome from the Headteacher

Thank you for expressing your interest in the position of Office Manager at Shirland Primary School.

I am delighted to introduce myself as the Headteacher of Shirland, embarking on a journey to select a highly motivated individual dedicated to driving continuous school improvement and fostering an inclusive, nurturing environment.

Shirland Primary School is a happy school with a very positive and nurturing ethos. We believe that all children should be encouraged to 'be the best they can be' in this supportive and hardworking environment. Our school aims for the relationship between parents/carers, staff, governors and children to be an excellent one, so that we provide a friendly and approachable environment that encourages every child to fulfil their potential.

At Shirland Primary School we believe in developing the 'whole' child and we strive to enhance our curriculum and widen personal development opportunities for all individuals. Our Forest Schools also offers an opportunity for our children to regularly visit a natural outdoor environment where they can experience some of the perceived risks needed to build resilience. The Forest School ethos is based on learning in a natural, outdoor environment to promote confidence and self-esteem and that learning is best achieved through a combination of hands-on experiences and expert modelling.

As a candidate, we are seeking someone who leads by example, embraces accountability, and sets high standards for all stakeholders involved. The governors and teaching team at Shirland are fully committed to providing the best possible educational opportunities for all the children. Effective communication skills coupled with a proven track record in teaching and learning are critical to the role. Candidates should demonstrate a staunch commitment to quality education and a passion for nurturing a culture of learning excellence.

I look forward to answering any questions you may have.

Yours sincerely,

Miss L Vessey
Headteacher
Shirland Primary School



Benefits

- We are committed to investing in our staff and their development as part of this, you will have access to ongoing training, support and mentoring.
- The support of a growing Multi Academy Trust in continuing to develop the school.
- Working collaboratively with our growing cluster of schools and the local community.
- The support of very effective and knowledgeable Trustees and Academy Governors.
- Free access to Health Assured Employee Assistance Programme.
- Free onsite Parking.
- Generous discount at the David Nieper Ltd factory shop.

Safeguarding

The Trust Board is committed to the safeguarding of children and young people, so all staff appointments are subject to employment checks and a satisfactory enhanced DBS check.

Candidates should indicate an acceptance of, and a commitment to, the trust's policies in relation to equality and safeguarding and promoting the welfare of children.

It is an offence to apply for this role if an applicant is barred from engaging in regulated activity relevant to children.

Please follow the below link to view the Christopher Nieper Education Trust Safeguarding/Child Protection Policy <https://davidnieper.academy/about-us/academy-policies/>

The trust operates a NO SMOKING policy on site.

How to Apply

CV's will not be accepted so please apply via our recruitment site, My New Term following this link:

<https://mynewterm.com/jobs/151175/EDV-2026-SPS-04217>

Link to website - <https://www.shirland.derbyshire.sch.uk/>



Job title:	Office Manager
School:	Shirland Primary School
Accountable To:	Headteacher
Hours	Full time 37.5 hours per week. 8am – 4pm Monday – Friday. 40 weeks per year (Term time only, plus INSET days, plus one extra week)
Responsible For:	Admin Assistant
Salary Scale:	Grade 8 points 12 – 15 £29,719 - £31,691 FTE Actual salary £26,572 - £28,335
Closing date for applications:	9am Monday 23 rd February 2026
Interview Date:	Tuesday 3 rd March 2026
Start date:	April 2026
School website:	https://www.shirland.derbyshire.sch.uk/
Contact information:	Maria Barnes, CNET HR Manager mbarnes@christopherniepereducation.org Telephone: 01773 832331

Job Purpose

To successfully manage the school office and be responsible for the coordination of resources within the administration team to meet the needs of the whole school community, parents, pupils, and staff. The role will have responsibility for the functioning of the school office, with administrative responsibilities for pupil admissions and school procurement.



Duties and Responsibilities:

Working under guidance to:

- Ensure the office team members have the resources and materials to operate and perform effectively in their individual role.
- Ensure, through the administration team, a professional, warm and kind welcome of visitors, and all school stakeholders.
- Ensuring the handling of telephone queries and email queries, are done in a timely manner. Responding with kindness and being supportive. Using professional judgement to refer matters to the relevant stakeholders.
- Ensure the office environment, reception foyer and communal areas of the school is kept tidy and well organised.
- Ensure that staff work areas (reprographics, staff room, stock cupboards) are well stocked.
- Ensure that administrative duties, statutory checks and documentation checks, reports and returns are completed accurately and submitted within the required deadlines, assisting and supporting the central team to achieve this.
- To manage and ensure that routine office tasks are completed.
- Ensure that the office and administration team comply with the Data Protection Policy.
- Maintain office systems and procedures.

School Admissions

- Oversee the administration of pupil admissions into the school for reception, along with all in-year admissions.

Job Description

- Coordinate in conjunction with Headteacher open events for prospective parents/carers and arranging the booking of school tours.
- Be the main point of contact for all school admissions for staff, parents, and the Local Authority.
- Oversee the in-year transfer of children leaving the school and ensure information is transferred to the new school.
- Ensure that children records (both physical and electronic) are created promptly and accurately.
- Oversee the collection of forms and documentation, ensuring they meet the admissions criteria set by the Local Authority.
- Monitor platforms and databases for information related to new offers, and transfer of pupil files. Ensuring these are processed in accordance with our admissions procedures.
- Maintain and update pupil numbers with SLT and the Local Authority promptly.
- In collaboration with SLT produce welcome letters and starter booklets for new admissions.
- Be the key point of contact for all school admissions queries and first liaison with the Local Authority.
- Work with the Trust CFOO to ensure value for money on purchases and sufficient quotes have been obtained for high value purchases.
- Process orders in a timely manner. Communicate with staff on the status of their purchase.
- Ensure that deliveries are received at reception, checked and delivery notes logged against original order.
- Ensure deliveries are taken to the correct staff members.



- Accurately input Purchase Orders into finance software, liaising with the Trust Finance Staff on orders still outstanding.
- Ensure that all invoices and credit card receipts are processed in the Trust folders on a prompt basis.
- Ensure cash is handled correctly, kept secured and banked promptly.
- Handle petty cash request, ensuring forms and documents are recorded.
- Work with the Trust CFOO to monitor school budgets.

General

- To promote the welfare of pupils and adhere to schools safeguarding policies.
- Any other reasonable requirements to meet the needs of the school

Job Specification

ESSENTIAL	DESIRABLE
QUALIFICATIONS	
<ul style="list-style-type: none">• GCSE A*-C in English and Maths.• 2 A Levels or equivalent qualifications.• Previous experience of managing others.• Previous experience of working in a school environment.	<ul style="list-style-type: none">• Previous experience of school admissions is advantageous.• A degree level qualification.
SKILLS/KNOWLEDGE/EXPERIENCE	
<ul style="list-style-type: none">• Excellent communication skills, both verbal and written. (E)• Excellent inter-personal skills including the ability to handle situations with tact and sensitivity. (E)• Knowledgeable of how schools operate, and the role administrators play in supporting the whole school. (E)• Ability to manage and prioritise workload. (E)• Ability to effectively manage the work of others. (E)• Ability to build positive relationships with both internal and external stakeholders.• Excellent ICT skills, confident in using Microsoft Office packages. (E)• Strong attention to detail. (E)	<ul style="list-style-type: none">• Experience of finance procedures and working with finance systems.
PERSONAL QUALITIES	
<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and young people.• A willingness to do what it takes to support the success of the whole school.• Ability to use your initiative and to be forward thinking.• Ability to be flexible and adaptable to meet the needs of the school.• Ability to act with discretion in sensitive matters.• Ability to remain calm under pressure.• A team player.	

