

Office Manager

Candidate Information Pack



St Philips Westbrook CE Primary

Welcome to Liverpool Diocesan Schools Trust

Thank you for your interest in working in one of our amazing schools and committing to making a difference to learners right across our Trust.

LDST is a multi-academy Trust of 19 primary schools that welcomes young people and colleagues of all faiths and none and is committed to providing a high-quality education and environment where Christian values and principles permeate all that we do.

As a Trust, we have a very clear purpose, and an uncompromising vision:

The right of all to have a great education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All of our schools benefit from high levels of collaboration and a strong school improvement function and central team, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensures a high level of accountability matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining and we are committed to being:

- **Respectful** of the individual identity of our schools –knowing their strengths and understand where improvements are needed
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



Learn

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



Love

We love and appreciate our colleagues by supporting their **wellbeing and mental health.**



Achieve

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.



Together

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.

What we can offer you

- **Continuing Professional Development** – All support staff can apply for fully-funded apprenticeships up to degree level.
- **Leadership Pathways** – We have a wealth of development opportunities that are open to colleagues and we are exceptionally proud of our very high levels of internal promotion.
- **Annual Trust Wide Conference** – For all colleagues to celebrate and learn together.
- **Collaboration** – Regular networking opportunities across our networks for different staff groups.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



Laurie Kwissa, Chief Executive Officer

Office Manager

Salary: NJC SCP 9-14 £27,254-£29,540 (actual salary £23,545 - £25,520)

Hours: 36 hours per week, term time only + 5 days

Term: Permanent

Accountable to: Senior Leadership Team, School Business Manager and Local Governing Body

Location: St Philips Westbrook CE Primary

About this Role

Liverpool Diocesan Schools Trust and the governors of St Philip Westbrook CofE Primary School would like to recruit an Office Manager.

About St Philip Westbrook

We are extremely proud to be judged as 'outstanding' in all areas by Ofsted in April 2025 and we hope you will consider applying for this post. St. Philip's Church of England Primary school is a highly successful, three-form intake school and nursery. Our children are delightful, and we pride ourselves on the values they demonstrate at school.

Our school is set within impressive grounds which we use widely to support the curriculum. We have ample space for sports' facilities as well as a Forest School area. We also enjoy our Spiritual Garden as a place of calm and reflection.

Our building is maintained to a high standard and we enjoy excellent facilities which aid high quality teaching and learning.

Joining our school would mean joining a support team who are highly dedicated to achieving the very best for our children. As an Office Manager, you will be working with an incredible group of support staff who help to make our school a place where staff and children all flourish.

We would love to welcome you to our school so you can see for yourself the advantages of working at our school. To arrange a school visit, please call the school office on 01925 445391 or email stphilips.recruitment@ldst.org.uk

In the meantime, further information about our school can be viewed on our school website at www.stphilipwestbrook.co.uk Please do also view our promotional video which is available at [About Us - St Philip Westbrook C of E Primary School](#)

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974

(as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

- **Closing date: 9am 9th June 2026**
- **Shortlisting: 9th June 2026**
- **Interviews: 16th June 2026**

Job Description

Job Title: Office Manager

Salary: NJC SCP 9-14 £27,254-£29,540 per annum pro rata (actual salary £23,545 - £25,520 per annum)

Hours: 36 hours per week, term time only + 5 days

Term: Permanent

Accountable to: Senior Leadership Team, School Business Manager and Local Governing Body

Location: St Philips Westbrook CE Primary

Main Purpose:

- To create a warm front office culture at the school which welcomes all and to provide routine administrative and financial support to the Headteacher, School Business Manager, Senior Leaders and Teachers within the school.
- To be a key member of the school's attendance team.

Personal Attributes: Dedicated, reliable, understanding and caring. Be able to operate calmly under pressure and meet deadlines. Be able to organise own work efficiently and use own initiative.

Job Purpose:

To aid the Headteacher and Trust Business Manager and staff in the smooth running of the school and to support pupil attendance.

Main Duties:

- To create a front office culture of warmth, welcome and belonging in line with school policy
- To manage the school diary and prepare relevant administration for key events/deadlines
- To conduct ongoing monitoring of attendance for all children to promote good attendance across the school.
- Administer a daily attendance and punctuality check each morning and follow up the daily absences by telephone and other means.
- All absences to be recorded accurately on EdGen.
- To be responsible for end of academic year promotion on EdGen.
- Checking the electronic registers each morning and afternoon.
- Process and record children who arrive late, leave during the day and collected late at the end of the day.
- Process requests for special leave in liaison with the Trust Business Manager.

- Ensure full records are kept and filed appropriately.
- Support with attendance sanctions, including fines and court action.
- Inform SLT when pupils are reaching trigger points and ensure parents are kept informed of attendance status.
- Organise interviews with the parents and SLT before the trigger points are reached.
- Ensure the Children Missing in Education procedure is followed by school.
- Ensure SLT are kept informed of persistent absences and lates.
- Be responsible for maintaining accurate records and to complete reports regarding attendance as required by school, LA and DfE.
- To provide parents / carers with termly traffic light attendance letters.
- Email class teachers the daily and weekly attendance figures to display outside their classrooms.
- Contribute towards developing whole school strategies to improve attendance.
- Prepare attendance certificates to reward good attendance.

Admissions and Mid-Year Transfers:

- Be responsible for the admissions process for the whole school, in liaison with St Helens Council, including Reception intake, mid-year admissions, Year 6 transfers and leavers.
- Organise and prepare the Induction procedure alongside the Early Years Lead. Ensuring all admission packs are kept up to date.
- To maintain full and accurate pupil records including individual pupil folders and ensure EdGen is kept up to date in a timely fashion including pupil admission and removal.
- Ensure all admissions of pupils are added onto EdGen.
- To meet and greet prospective parent/carers and to help with enquires regarding admissions to the school.
- Administer CTF's both incoming and outgoing using EdGen and Secure Access/S2S.
- Manage pupil transfer data (including assessment data).
- Produce and submit census in conjunction with the Head of School.
- Collate information in relation to appeals as and when required.

Administrative Tasks:

- Maintain and operate Parent Communication App Ping and ensure contact details are up to date. This includes overseeing Parent Evening bookings through the app.
- Maintain records of pupils on free school meals.
- Provide administrative tasks and organisation support as directed by the Trust Business Manager, Headteacher and SLT.

- Contribute to reports for Governors as directed by the SLT/ Headteacher.
- Liaise with teachers and wider staff advising of any pupils with medical problems/medical care plans.
- Open and manage the main school incoming emails and distribute incoming emails / post accordingly.
- Manage the school's dinner ordering system on a daily basis.
- Liaise with parents about financial aspects such as dinner payments, club payments, trip payments etc.
- Responsible for the management of children's free school meals and fruit distribution.
- Welcome visitors and ensuring they are signed into the building using the school's signing in system.
- Ensure pupils are signed in and out as required using the signing in system.
- Assist with marketing and promoting of the school including the school prospectus and keeping the website updated.
- Uploading the weekly newsletter onto the school's website and app.
- Lead and manage the organisation of class trips, school photographs and ticketing for school events.
- Act as first point of call with regard to pupil and staff first aid, assisting with pupil first aid, looking after sick pupils and liaising with parents/carers.
- Update the academic calendar, timetable and all other documents related to the school schedule and ensure communication is given to relevant staff.
- Administer medicines to pupils as required.

Finance:

- Basic inputting of Purchase orders, invoices and reconciliation of payments if required.

Premises:

- Be responsible for implementation of appropriate Health and Safety measures in the office.
- Be responsible for hospitality for visitors, governors or parents when the need arise.

Promotion of Values:

- Ensure that a high level of confidentiality is maintained in all aspects of work.
- Maintain excellent public relations and contribute to the overall Christian ethos, aims and work of the school.

General:

- To understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- To support admin team to maintain stationery and consumables for the whole school to include ordering equipment as required
- To work in partnership with office staff at our partner school as required
- Attend school meetings as required.
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety and Safeguarding in the workplace.
- Ensure that all duties and services provided are in accordance with the Schools Equal Opportunities Policy.

The Governing Body is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

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Person Specification

Area	Essential	Desirable
Skills	<p>Ability to deliver polite, courteous and efficient customer service</p> <p>Good communication skills to deal with adults and children</p> <p>Ability to use initiative to respond to and resolve problems</p> <p>Organisational skills to provide administrative support to meetings and other events i.e. taking minutes</p> <p>Ability to prioritise own tasks and those of others</p>	
Qualifications & Professional Learning	<p>Experience of using various IT packages i.e. Word/Excel/Canva</p> <p>Experience of undertaking a range of administration tasks</p> <p>Experience of using internet, sending/receiving email</p> <p>2 X GCSE's in English & Maths or equivalent level of Qualification</p> <p>NVQ level 3 in Business Administration or relevant equivalent qualification</p>	<p>Experience of general financial procedures</p> <p>Previous experience of working with children of a relevant age</p>
Knowledge & Understanding	<p>Knowledge of office procedures</p> <p>Knowledge of school related office procedures</p> <p>Knowledge and understanding of health, safety and security, confidentiality and data protection</p>	<p>Understanding of a range or general financial processes</p> <p>Knowledge of working within a school setting</p>
Professional Values & Practice	<p>Able to enthuse and inspire</p> <p>Willingness to be flexible</p> <p>Willingness to contribute to the wider school</p> <p>Energy and a good sense of humour</p>	

<p>High personal and professional standards</p> <p>Positive, enthusiastic, highly organised and patient</p> <p>Ability to work flexibly within a small team and use own initiative</p> <p>Demonstrate a commitment to equal opportunities</p>	
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How to Apply

Application Process

The application process for this role is a 2 stage process:

- Application form completed on MyNewTerm
- Interview and tasks

To be considered for this role you must apply for the role through MyNewTerm. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to arrange a visit around our school please email the school office on 01925 445391 or email stphilips.recruitment@ldst.org.uk

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Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen