

# Office Manager Recruitment Pack





# WELCOME

We are seeking to appoint an organised, proactive and highly effective Office Manager to oversee the day-to-day running of our school office.

This is a key role within the school, responsible for leading administrative services and ensuring the smooth and efficient operation of systems and processes. The successful candidate will line manage administrative staff and play a central role in supporting staff, pupils and families.

We offer the opportunity to work as part of a motivated and supportive team committed to high standards.

Please contact the school office for further information or to arrange a visit with Mr Craig Wood (Headteacher).

# RICHARD WHITTINGTON

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We believe that children thrive through ambition, collaboration and challenge. As a school community, we strive to be the best that we can be by working together, collaborating with other schools and looking outwardly to develop best practice.

Within a caring and nurturing environment, we support each other to be happy, to learn from our mistakes and to engross ourselves in challenging and engaging opportunities.



*“Pupils respond well to their teachers’ high expectations of learning and behaviour. They are keen to learn because teachers plan interesting and exciting learning activities for them. Pupils model the school’s values, including ‘wanting to do the best you can in everything you do’. They share their ideas with, and listen respectfully to, other pupils.”*

~ Ofsted, November 2019

**Aspire**  
**Care and Respect**  
**Collaborate**  
**Question and Reflect**

# KEY INFORMATION

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**Age range:**

3 - 11

**Location:**

Bishop's Stortford, Herts

**School type:**

Academy converter  
Ivy Learning Trust

**Pupils on roll:**

288

**Children eligible for FSM:**

15.6%

**2025 KS2 results:**

80% achieved expected  
standard (combined)

**Ofsted:**

Good, November 2019



*“Pupils enjoy attending Richard Whittington Primary School. They are happy, safe and well cared for. Pupils, parents and carers confirm this. Pupils get on well with their classmates, their teachers and other staff. Pupils speak confidently about how adults help them.”*

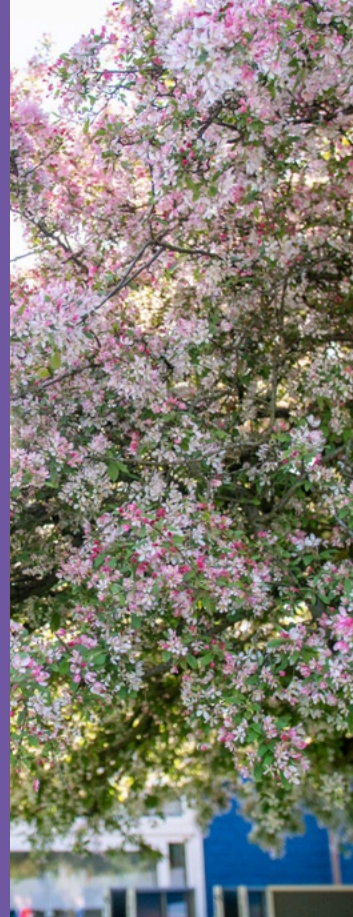
~ Ofsted, November 2019

## 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



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*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*

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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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## **Purpose of the Job:**

The school office manager is responsible for overseeing the daily administration of the school office including line managing administrative staff. They are also responsible for all administrative, financial and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services.

## **Duties and Responsibilities:**

### **Organisation**

- Ensure the smooth and effective running of the school office and all administrative and communicative systems.
- Contribute towards the planning, development and organisation of support service systems, procedures and policies.
- Provide a professional and welcoming reception for all visitors and parents ensuring all safeguarding checks and health and safety processes are in place to monitor entry in and out of the school.

### **Leadership**

- Line manage all administrative staff, including reviewing staff performance and carrying out appraisals.
- Train and develop administrative staff as appropriate.
- Ensure that all members of the office present, at all times, a positive image of the school to all staff, parents and visitors both internally and externally.
- Develop an office team that delivers and meets the needs of the school.
- Take all decisions in line with the vision and values of the school and encourage others to do the same.
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff.

# JOB DESCRIPTION

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## **Financial management and fundraising**

- Ensure all monies are prepared ready to be banked, all money owed is collected and clear records kept.
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan.
- Find and apply for grants.
- Manage the school's lettings offer.
- Liaise as required with suppliers in order to resolve queries and issues.
- Work with the Administration and Finance Assistants on income and expenditure, including school meals, trips, swimming lessons, music tuition, clubs and lettings.

## **Human resources**

- Ensure timely submission of overtime and any contract changes to the payroll provider.
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
- Advise on HR issues within school and liaise with the external HR provider. Ensure that the Single Central Record is compliant, up-to-date and accurate.
- In conjunction with the Admin and Finance Assistants, process all pre-employment screening for candidates including application form management, booking interviews, requesting references, DBS and OH applications and sending out communication to candidates.
- Following successful interview processes, the timely offer of conditional offers of employment leading to the contracts being issued once all Safer Recruiting clearances have been achieved.
- Requesting, checking and issuing of contracts to new employees on their first day of employment.
- Timely preparation of paperwork for leavers.
- Contract updates as required.
- Comprehensive HR / Payroll service relating to new starters, leavers and any existing contract changes.
- New starters and leavers' communication, and update staffing on the website.
- Management of staff maternity services.
- Ensuring Arbor staffing entries are timely and accurate.

# JOB DESCRIPTION

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- Prepare and submit the annual school workforce census within defined timescales.
- Ensure all employee data and personnel files are secure, accurate, up-to-date and fully compliant with all relevant legislation.
- Logging and reporting staff absence, following up where necessary.
- Maintain personnel records, including sickness, attendance, holiday records, training logs, etc.

## **Administration**

- Manage manual and computerised record / information systems.
- Analyse and evaluate data / information and produce reports as required.
- Provide personal, administrative and organisational support to other staff and the governing board.
- Oversee and organise the management of admissions procedures in line with HCC, maintain waiting lists for nursery and allocate spaces accordingly in line with the school's admissions policy.
- Oversee the school's email inboxes, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary. An appointment to the school calendar as required.
- Book training courses for staff.
- Support with pupil welfare requirements, including first aid, as and when required and the reporting of major accidents to HCC and RIDDOR.

## **Resource management**

- Order, monitor and manage stock, ensuring best value following the school's purchasing processes.
- Oversee and operate relevant equipment and IT packages e.g. the school's MIS system.
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.
- Assist with procurement and securing sponsorship / funding.
- Assist with marketing and promoting the school.
- Manage school expenditure with agreed budget lines.
- Manage service contracts.
- Manage school licences and insurances.

# JOB DESCRIPTION

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- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available.
- Update the website as required.

## Compliance

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.

The Office Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is classed as having a degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the performance appraisal process.

## Notes:

This job description may be amended at any time in consultation with the postholder.

# PERSON SPECIFICATION

Criteria	Qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSEs in English and maths E</li> <li>• Health and safety qualifications e.g. First Aid D</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in an office environment at senior level D</li> <li>• Organising, leading and motivating other staff D</li> <li>• Developing, managing and operating clerical / administrative / financial and organisational systems E</li> <li>• Experience of managing staff D</li> <li>• Working with children or young people D</li> <li>• Analysing and evaluating data D</li> <li>• Data protection D</li> <li>• Human resources D</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good knowledge of financial regulations D</li> <li>• Excellent attention to detail E</li> <li>• Excellent literacy and numeracy skills E</li> <li>• Competent use of IT packages including word processing, spreadsheets, computerised accounting systems E</li> <li>• School MIS systems D</li> <li>• Ability to plan, organise and prioritise E</li> <li>• Understanding of data protection and confidentiality E</li> <li>• Understanding of safeguarding E</li> <li>• Ability to build effective working relationships with staff and other stakeholders E</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils E</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school E</li> <li>• Ability to work under pressure and prioritise effectively E</li> <li>• Commitment to maintaining confidentiality at all times E</li> <li>• Commitment to safeguarding and equality E</li> <li>• Embraces change well E</li> <li>• Deals with difficult situations effectively E</li> <li>• Sense of humour D</li> </ul>

# DETAILS AND TIMELINE

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## Contract Type:

Permanent  
37 Hours a Week

## Salary:

£32,061 - £34,434

## Closing Date:

15 May 2026

## Start Date:

June 2026

## Our Policies:

[Privacy Notice](#)

[Code of Conduct](#)

[Recruitment](#)

[Safeguarding](#)

Richard Whittington 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:

01279 657778  
[admin@whittington.herts.sch.uk](mailto:admin@whittington.herts.sch.uk)

