



School Office Manager

Salary: £35,500 - £40,500 FTE (depending on experience)
Contract: Term Time plus 3 weeks (to be worked flexibly)
Hours: 37 hours per week
Monday to Thursdays – 8am-4.30pm and
Fridays – 8am-4pm (1pm in the winter months)
Reporting to: School Business Manager
Required for: Immediate start (subject to notice period)

About the Role:

We are seeking an organised, proactive, and committed **School Office Manager** to join our dynamic and supportive team at Gesher School.

This is a pivotal role at the heart of the school, responsible for leading administrative operations and HR functions to ensure the smooth day-to-day running of the school. You will play a key role in creating an efficient, welcoming, and professional environment for students, staff, parents, and visitors.

Key Responsibilities:

- Administration and MIS management
- Front office and reception oversight
- Line management of administrative staff
- HR, recruitment and safeguarding compliance
- Finance administration support

For further enquiries please contact:
School Business Manager – Graham Freeman
graham.freeman@gesherschool.com / 020 7884 5102

Detailed Responsibilities

Administrative Leadership:

- Manage the school's main email inbox, ensuring timely and effective communication
- Lead the use and management of the school's MIS (Arbor)
- Produce reports and data analysis (e.g. attendance, pupil data) as required
- Maintain accurate student records, including attendance and absence tracking
- Support admissions processes in liaison with the Admissions Officer
- Assist with enrolment and off-rolling of students
- Develop, review, and improve administrative systems and processes
- Send communications to parents and stakeholders
- Provide administrative support to SLT, Governors, and other key stakeholders

Front Office Management:

- Oversee daily front office operations and support reception where needed
- Professionally respond to telephone, email, and in-person enquiries
- Manage visitor coordination and ensure safeguarding procedures are followed
- Ensure school security procedures are followed at all times
- Support late student arrivals and ensure smooth transitions into school
- Liaise with parents, staff, and external agencies effectively
- Coordinate arrangements for visits from governors, trustees, and external partners
- Monitor and manage administrative supplies and stock levels

Team Leadership:

- Line manage the Finance Assistant/Receptionist
- Conduct appraisals and regular supervision meetings
- Provide training and ensure high performance standards
- Provide cover during absence

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HR / Compliance and Safeguarding Support:

- Maintain accurate and confidential staff records in line with DfE standards
- Monitor staff attendance and report on attendance statistics
- Manage the Single Central Record (using the CPOMS Staffsafe platform) ensuring compliance at all times
- Ensure complete documentation for all agency and contractor staff
- Process staff leavers
- Provide support with general HR advice

Recruitment Responsibilities:

- Liaise with relevant senior leaders throughout the recruitment process
- Prepare staff contracts and recruitment documents
- Carry out all pre-employment checks as per Safer Recruitment Policy

Finance Support:

- Assist with invoice processing and financial administration
- Support the School Business Manager with financial procedures

General Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and report all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Be aware of the school's responsibilities under the Data Protection Act ensuring that all administrative and financial processes comply with this.
- Treat all information in strict confidence.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

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Gesher School reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work.

Skills and Experience Required:

- Experience working in a school or other educational setting
- Experience of HR and finance administration (desirable)
- Highly organised with excellent attention to detail
- Strong leadership and team management skills
- Experience with school administration and/or MIS systems (Arbor desirable)
- A proactive and solution focused approach
- Strong interpersonal skills and confident communication with a wide range of stakeholders
- A clear understanding of safeguarding and confidentiality

Gesher is committed to Safeguarding all children and all applicants will be asked to make declarations regarding their criminal history prior to interview. The post will be subject to satisfactory safeguarding references and to an enhanced DBS check being received.

Gesher is an equal opportunities employer and welcomes applicants of both genders and all race, cultural, language and faith backgrounds. We do not discriminate on grounds of age, disability or sexual orientation.

This position offers fantastic opportunities to develop your skills within an innovative, supportive and collaborative team environment.

We can offer you:

- A Competitive salary
- Monthly well-being events and inset days
- Regular social opportunities
- Paid half day Friday closure in the winter months
- Paid absence on Jewish holidays throughout the year

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The role features relevant training, support and supervision alongside paid school holidays, dedicated administrative time and enhanced CPD opportunities. You will be a fully integrated and integral member of the whole school team. See us in action here:

<https://vimeo.com/778499364>

For further information, please visit www.gesherschool.com

To apply, please complete an application form that can be found here:

<https://gesherschool.com/about-us/join-our-team>

Please, complete and return your application as soon as possible to

admin@gesherschool.com. CVs will not be accepted.

Interviews will be organised on a rolling basis. This ad may be withdrawn if a suitable candidate is identified.

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