



SCHOOL OFFICE MANAGER VACANCY

Be the welcoming heart of our school community!

We are seeking a highly organised, friendly and proactive **School Office Manager** to join our wonderful village primary school.

At the centre of our school is a strong sense of community, where children are known as individuals, relationships matter, and everyone works together to help pupils flourish. As our School Office Manager, you will be the first point of contact for parents, visitors, staff and pupils, playing a vital role in ensuring the smooth day-to-day running of the school.

This is a fantastic opportunity for someone who enjoys working with people, thrives in a busy environment and takes pride in providing excellent administrative support, including financial, HR and premises administration.

What you will do

- Lead and manage the daily operation of the school office
- Provide a warm and professional welcome to families, visitors and members of the community
- Manage pupil records and school information systems
- Support attendance, admissions and communications with families
- Coordinate school events, visits and administrative processes
- Manage day to day running of premises and HR tasks
- Work closely with the Headteacher and staff team to ensure the school runs efficiently and effectively
- Help create a positive experience for every child and family who comes through our doors

We are looking for someone who:

- Has excellent organisational and administrative skills
- Communicates confidently and professionally with a wide range of people
- Is warm, approachable and enjoys building positive relationships
- Can work independently, prioritise tasks and remain calm under pressure
- Has strong ICT skills and a willingness to learn new systems
- Shares our commitment to providing the very best for children and families
- Has experience of working in an office environment (school experience is desirable but not essential)

In return, we offer:

- A welcoming and supportive school community
- Friendly and dedicated staff who genuinely work as a team
- Enthusiastic, happy children who love learning
- Opportunities for professional development and training
- A rewarding role where no two days are the same
- The chance to make a real difference to the lives of local children and families
- Excellent Trust support

St Peter's is committed to safeguarding and promoting the welfare of children and young people. Successful applicants will be subject to an enhanced DBS check, satisfactory references and all relevant pre-employment checks.