

Bishop Ridley CE Primary School, Part of the Aquinas Trust

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Application Pack

Office Manager

To Start: 1st January 27



BISHOP RIDLEY
CE Primary School

Office Manager

Bishop Ridley C of E Primary School is looking to recruit an office manager for their successful primary school located in the Falconwood area of Welling. They are located a 10-minute walk away from Welling High Street with good public transport links (less than 8-minutes' walk from Falconwood Railway Station) and on-site parking.

It is essential that the successful candidate has experience managing a small team in a busy school office or other similar environment. We would welcome applicants with a background in finance administration.

Our ideal candidate will:

- Have experience, or a demonstrable interest in working as an Office Manager;
- Have previous experience in education or office work (essential), including a good understanding of Health & Safety and Data Protection within an education setting;
- Have experience in managing a small team to meet a wide range of expectations and deadlines;
- Understand how to multi-task effectively to meet competing demands on their time;
- Be a good communicator with the ability to work independently and as part of a team;
- Have practical experience of working with a wide range of stakeholders;
- Have an advanced level of IT skills;
- Know how to build relationships and to work as part of, and lead, a team;
- Come with a friendly, helpful, caring and flexible approach;
- Possess a commitment to equal opportunities;
- Have an ability to maintain confidentiality in all school matters;
- Enjoy the presence of children and young people.

In return, we offer:

- Strong leadership support and collaborative working
- A strong, established admin staff team and positive working environment
- A clear vision for our staff and pupils: One Community, Learning and Growing Together, Sharing the Love of God.

Bishop Ridley is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust, you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

Closing date for applications:

28th September 2026

We reserve the right to withdraw this advertisement at any time

SHORTLISTING

Applications will be reviewed on a rolling basis, and shortlisted candidates may be invited to interview **before the closing date**. We therefore encourage you to **submit your application as early as possible**, as we reserve the right to close the vacancy once a suitable candidate has been appointed.

If you are shortlisted, we will contact you directly with full details of the interview arrangements. If you have not heard from us within a reasonable period after submitting your application, please assume that your application has not been successful on this occasion.

Shortlisted candidates will be asked to bring appropriate identification to their interview. For the purposes of DBS clearance, copies of identification will only be retained for the successful applicant. All candidates should provide details of two referees. Please ensure you have obtained their permission before including them on your application form. References for shortlisted candidates may be requested prior to interview unless you have explicitly asked us not to contact your referees at that stage.

INTERVIEWS

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

Candidates selected for interviews will be contacted directly and provided with full details of the interview arrangements.

Interviews: will be arranged on an **ongoing basis** and **may take place before the closing date for applicants who closely match our personal specification**. We therefore encourage applications to be submitted at the earliest opportunity.

APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: **1st January 27**

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to Aquinas.recruitment@aquinatrust.org. Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

All sections of the form should be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form. A signed copy of your application form will be required prior to interview.

RETENTION OF INFORMATION

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records policy.

JOB DESCRIPTION – OFFICE MANAGER

DETAILS

Job title:	Office Manager
Full-Time Salary range:	BEX08 081-083 £36,153.00 - £37,794.00 p.a. dependent on experience
Actual Salary:	£30,959.56-£32,364.83 p.a.
Hours:	Full time (36 hours per week) 8:00-4:00 Mon-Fri (some flexibility may be possible for the right candidate)
Weeks:	39 weeks
Contract:	Permanent
Responsible to:	Headteacher

Summary of Responsibilities and Duties:

To assist the Headteacher in all aspects of the school's administrative function including managing the school office, taking responsibility for the health & safety, data protection, finance, compliance and HR functions of the school, as well as assisting the Site Manager with administration of the site function. The postholder will line-manage other members of the office team which will include delegating appropriate level duties listed below, to ensure a smooth delivery of service to staff, parents, visitors and children.

To work closely with the Trust central team to deliver an effective and timely service and to be responsible for the school MIS system (Arbor) and reporting.

General

- Receive visitors, inform appropriate staff, ensuring that all visitors sign into the school, checking ID and DBS information and issuing security badges
- Assist with front of house and communicate with pupils, staff, parents and visitors appropriately.
- Ensure security protocols and safeguarding procedures are communicated and understood by all visitors at the school.
- Monitor the CCTV and follow security and safeguarding procedures.
- Ensure the office area is tidy and welcoming.
- Assist with maintaining general order in the school, e.g. clearing lost property, supporting Teachers & pupils.
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Finance & Accounting

- To provide support to the Headteacher, Senior Leadership Team and CFO of all the academies with information to prepare and monitor budgets.
- Monitor monies including dinner monies, school clubs and educational visits, including chasing arrears
- Provide and manage invoices, purchase orders and payments for the Trust central team, alongside the Finance Assistant.
- Manage administration and finances for breakfast, after school clubs and lettings.
- Negotiate and secure competitive contracts with suppliers and clients, in conjunction with the central team.
- Manage Arbor for parental payments.

- To be responsible for the maintenance and monitoring of school's finance and budgeting system, ensuring accurate data entry.
- To oversee the web-based purchase order system and ensure that the purchase order process is being strictly adhered to.
- To ensure ordering of goods and supplies and approval of invoices for payment within agreed regulations and to monitor the quality of purchase order/invoice code allocations.
- Manage the use and admin of school credit cards.
- Liaise with the treasurer of the PTA as required

Personnel

- Ensure that the school's policies are circulated, read and understood by the relevant members of staff, such as ensuring a new starter receives the policies.
- Liaise with the Headteacher on employee relations matters and areas of legal compliance.
- Manage the onboarding of new staff members, ensuring compliance with all aspects of Safer Recruitment.
- Be actively involved in the recruitment process of new staff, being able to identify the skills, knowledge and understanding that will be required of candidates.
- Maintain the school's Single Central Record in line with statutory guidance.
- Administrate staff leave in line with Trust policy, i.e. maternity, paternity, sickness absence.

Data Protection & Health & Safety

- Lead on the day-to-day coordination of data protection and health and safety across the school, supporting the Headteacher to ensure compliance with statutory requirements, Trust policies and procedures.
- Act as a key point of contact for data protection and health and safety matters, liaising with the Trust, Data Protection Officer, Site Manager, contractors and other relevant professionals as required.
- Maintain and review relevant policies, records, risk assessments and compliance documentation, ensuring that identified actions are followed up appropriately.
- Coordinate the school's response to data protection matters, including Subject Access Requests, data breaches, Data Protection Impact Assessments and data sharing arrangements.
- Maintain oversight of statutory health and safety checks, inspections, servicing and accident reporting, ensuring that requirements are completed within agreed timescales.
- Support staff to understand and fulfil their responsibilities in relation to data protection, information security and health and safety, including coordinating appropriate training.
- Monitor practice across the school, identifying areas of concern and escalating these to the Headteacher, Trust or other relevant professionals where appropriate.

Administration

- Work with and maintain administrative systems, ensuring that maximum efficiency is achieved.
- Maintain and update the school calendar including booking annual/regular school events and ensuring parents are informed of these
- Monitor and assess the administrative performance of the school, ensuring transparency and honesty.
- Handle sensitive and/or confidential data, in adherence with relevant data protection regulations.
- Benchmark the school's systems and information against others on a local and national scale.
- Remain up to date with DfE statutory guidance and legislation that impacts the school.

- Prepare information for publication and returns for the relevant bodies, such as the DfE.
- Line Manage the school office to ensure the delivery of a competent and friendly service to parents, contractors, staff and other stakeholders.
- Lead on the preparation, validation and submission of the statutory School Census and other Department for Education returns, ensuring the accuracy, integrity and compliance of all pupil and workforce data.
- Be the Data Protection Lead for the school. (DPL)

School Admission & Pupil Attendance

- Manage the school admissions process for all new pupils, both in-year joiners and during the September intake
- Oversee the Administration Assistant to provide timely information to new and existing parents on the admissions process for the school.
- Undertake duties as necessary to comply with the Trust admissions policy and to ensure statutory guidelines are adhered to throughout the admissions process.
- Assist parents and staff with queries on admissions.
- Line Manage the pupil attendance tracking performed by the Administration Assistant

Site

- Work closely with members of the site team to oversee effective delivery of service.
- Ensure that outsourced services achieve value for money.
- Liaise with the Site Manager to ensure the school is open and accessible during all required times, including school holidays and for site maintenance.

Additional Duties

- To attend meetings as required.
- To be a note taker in meetings as required and produce and distribute the minutes of these meetings
- To work in support of whole school development plans.
- To take time to read notices, keep to deadlines and carry out your duties to the best of your ability.
- Be flexible with working hours to ensure the smooth running of school events that run outside of usual school hours.
- Be aware of and support diversity and ensure equal opportunities for all.
- Undertake any other duties commensurate with the level of the post, as required.
- Take responsibility for personal continuing professional development and remain up to date with the Academy Trust Handbook, Trust Financial Delegations and best practice.
- Ensure that output and quality of work is to a high standard and complies with current legislation and Trust policy.
- Undertaking such other duties as reasonably correspond to the general character of the post.

Training

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate will be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Safeguarding

All school-based colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Variations

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Qualifications and training	
Essential	Desirable
• Safer recruitment training (this can be given if necessary)	• A recognised finance management certificate. • Health and safety training.
Skills and experience	
Essential	Desirable
• Office experience. • Experience of working in a school setting. • Experience of using management information systems. • Possess excellent ICT skills with a sound knowledge of software packages, such as Microsoft. • Experience of working to Data Protection and H&S expectations within an education setting.	• Previous experience as an Office Manager and leading a team effectively. • Working as part of a school's Finance or HR team. • Working as part of a school's Data Protection and Health and Safety function. • Experience of managing and implementing strategic plans and financial reporting. • Knowledge of Arbor or similar school management information systems • Experience of working with school budget software, ideally IMP • Experience of working with a finance software package.
Knowledge	
Essential	Desirable
• A good understanding of the principles behind school improvement, including school improvement planning, monitoring and reviewing progress. • The ability to present a wide range of specialised information to both school staff and others. • A proven ability to work sensitively and effectively with colleagues to help them to improve their everyday practice. • The ability to lead and manage the work and outcomes of other people, as well as working in a team. • The ability to prioritise their workload with conflicting deadlines, whilst	• Capacity for, and interests in, enhancing further personal development. • Ability to deal with difficult situations in a calm and professional manner.

maintaining a high level of accuracy and attention to detail. • Problem-solve and create innovative solutions.	
Personal traits	
The successful candidate will be	
• Committed to promoting high-quality care to pupils. • Dedicated to promoting their professional development and achieving desired qualifications. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking. • Able to work well with parents on a wide range of matters. • Willing and able to bring professional, considered challenge when dealing with change and leadership decisions. • Ability to work confidentially, keeping work-related issues and discussions in the workplace.	
Additional requirements	
The successful candidate will have	
• A calm and organised nature. • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • A flexible approach towards working practices. • High expectations of self and professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with other colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities and empowering others.	