



## Office Manager

Northstead Community Primary School, Scarborough

Start Date: 1st September 2025

Grade H SCP 18-23

36.25 hours per week (Term time only + 5 days)

Monday to Friday 8:00am to 4:15pm

Are you an organised, proactive, and people-focused professional looking for a rewarding role in a vibrant school community? Northstead Community Primary School is seeking a dedicated **Office Manager** to lead our busy and friendly school office.

At Northstead, we believe in being the best you can be — for our pupils, our families, and ourselves. Our school is built on strong values and high expectations, and we are looking for someone who shares our drive to make every moment count for every child.

Our CORE values guide all that we do:

- Community – we work together to support, respect and uplift each other
- Opportunities – we open doors to learning, growth and new experiences
- Responsibility – we take pride in our actions and ownership of our learning
- Excellence – we strive for the highest standards in everything we do

As our **Office Manager**, you will be the heartbeat of our school's administrative functions, ensuring the smooth day-to-day running of the school office. This is a key leadership role within the support staff team, requiring someone who is efficient, approachable, and thrives in a dynamic environment.

You will:

- Lead and manage the school's administrative team
- Oversee administrative systems, financial processes, and HR records
- Manage pupil data and ensure compliance with school policies and statutory requirements
- Liaise confidently with staff, parents, external agencies, and the wider school community
- Support the Headteacher and Senior Leadership Team with a variety of operational and strategic tasks

We're looking for someone who:

- Has strong leadership and interpersonal skills
- Is highly organised, with excellent attention to detail
- Demonstrates strong IT and communication skills
- Has experience in an administrative or office management role—preferably in an education setting
- Can work under pressure and manage multiple priorities with professionalism and discretion



Be the difference  
Be the best you can be  
Be Northstead

To arrange a visit or request an application pack, please contact the school office on [admin@northstead.n-yorks.sch.uk](mailto:admin@northstead.n-yorks.sch.uk) or through the school website [www.northsteadprimary.co.uk/vacancies](http://www.northsteadprimary.co.uk/vacancies)

Applications to be received by midnight on Monday 2<sup>nd</sup> June 2025

Shortlisting will take place by Friday 6<sup>th</sup> June

Interviews to take place week commencing Monday 9<sup>th</sup> June

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A little bit about our school since 2022...

We welcomed our new Headteacher in September 2022 and since then, have revitalised our curriculum, improved our leadership structure, EYFS provision, and our learning environments. From our starting point in September 2022, we:

- Have significantly improved all areas of our school
- Have continued to be above the national average for good level of development in EYFS
- Have improved Y1 and Y2 phonics outcomes to be above national average in 2023/2024
- Continue to be above national average on the multiplication tables check in year 4
- Have significantly closed the gap to national averages in all KS2 measures with some progress of 25 to 30% from 2022 to 2024
- Have instilled in the children a belief and an understanding of how having excellent learning and social behaviour and a positive attitude towards learning will enable them to flourish at school and in society

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Application forms must be completed in full – **CV's are not accepted**

*We are committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity. We are also committed to safeguarding and promoting the welfare of children, young people and adults. We expect all staff and volunteers to share this commitment.*

*This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education*



<b>Post title:</b>	Office Manager
<b>Grade:</b>	H
<b>Responsible to:</b>	Headteacher
<b>Staff managed:</b>	Finance / Admin staff
<b>Directorate:</b>	Children and Young People's Service
<b>School name:</b>	Northstead Community Primary School
<b>Job family:</b>	<b>C&amp;A - Customer &amp; Administration</b>
<b>Date of issue:</b>	August 2023

**Job Purpose:**

To manage the Admin/Finance function within the school to provide an effective and efficient service to all staff, pupils and parents, ensuring the smooth running of the school on a daily basis.

Post holder will manage a team of support staff, including the recruitment, allocation and monitoring of work, appraisal and training.

Expected to use analytical skills, initiative and experience to deal with problems as they arise

**Operational Issues:**

- Input information into computer systems including expenditure and profiling.
- Analyse, interpret and evaluate data and produce detailed reports as required
- Contribute to the development of administrative policies and procedures
- Manage lettings agreement and licensing provision of school premises, and be responsible for collecting, accounting and banking of all monies received and the calculation and authorisation of payments.
- Compile and submit statistical returns on a weekly, monthly, annual basis or as required by the Headteacher or LA.
- Monitor service contracts, school licenses and insurance
- Keep up to date and provide information to Headteacher, Senior Managers and Governors on relevant financial/admin matters.
- Manage room bookings and assist with the planning of school events e.g. school trips.
- Manage the smooth running of the school administration e.g. suspensions, admissions and leaver's paperwork.
- Handle and process computerised information, which includes staff salaries and absence management information.
- Be proactive, initiate necessary action and be able and prepared to put forward your own judgements.
- Be able to record, summarise, share and feedback information, using IT skills when necessary to do so.



<b>Communication:</b>	<ul style="list-style-type: none"> <li>Communicate information to the Headteacher, governing body, senior managers and other staff as required. This may include attendance/participation at governing body/management team meetings.</li> <li>Takes a lead role in communication within the school</li> <li>Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.</li> <li>Liaise with Headteacher, Heads of Departments, Teachers and external departments e.g. HR and Payroll.</li> <li>Manage the delivery of an efficient reception service, acting as the first point of contact and dealing with queries</li> <li>Provide advice on a variety of topics to a range of audiences eg. Procedural advice</li> </ul>
<b>People/Resource Management:</b>	<ul style="list-style-type: none"> <li>Manage a team of admin/finance or other support staff - Oversee and organising their workload as well as participate in the recruitment / induction / appraisal / training / mentoring of the team the post holder is responsible for.</li> <li>Check and reconcile financial records, including resolving queries.</li> <li>Prepare, organise and submit quotations/tenders, financial statements.</li> <li>Manage the process of paying suppliers.</li> <li>Banking and accounting for school funds and other relevant funds.</li> <li>Promote the generation of income for the school, this includes advertising and monitoring the usage of facilities</li> <li>Manage and implement Data Protection policies and procedures</li> <li>Participate in the school's performance management scheme.</li> <li>Participate in training and other learning activities and performance development as required.</li> <li>Manage staff absence and maintain HR records as needed</li> <li>Attend staff meetings and training days and management team meetings by agreement with the Headteacher.</li> </ul>
<b>Safeguarding:</b>	<ul style="list-style-type: none"> <li>Know about relevant Government and local guidance, policies and procedures, and how they work in the wider workforce e.g. Every Child Matters agenda.</li> <li>Adhere to data protection legislation and keep up to date with legislation as needed</li> <li>Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> </ul>
<b>Systems and Information:</b>	<ul style="list-style-type: none"> <li>Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.</li> <li>Share information appropriately – in writing, by telephone, electronically and in person.</li> <li>Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality.</li> <li>Ensure that information systems are in place to ensure that accurate</li> </ul>



electronic and manual records are maintained and updated as required

## Equalities:

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Ensure services are delivered in accordance with the aims of the Equality Policy Statement.
- Develop own and team members understanding of equality issues.

## Person Specification:

Essential	Desirable
<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Substantial experience in public or private sector finance/administration, with experience of computerised management information system and accounts</li> <li>• Experience of managing staff</li> <li>• Substantial knowledge of office and admin systems</li> <li>• Knowledge of health &amp; safety regulations &amp; procedures</li> <li>• Knowledge of school procedures</li> <li>• Knowledge of finance procedures</li> <li>• Knowledge of procurement procedures</li> </ul>	
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Excellent ICT skills and ability to use the keyboard with speed, accuracy and precision</li> <li>• Excellent Interpersonal and communication skills</li> <li>• Advanced analytical &amp; statistical skills</li> <li>• Problem solving skills</li> <li>• Highly developed organisational skills</li> <li>• Project management skills</li> <li>• High level of literacy and numeracy skills.</li> <li>• Ability to work independently and on own initiative</li> <li>• Report writing skills</li> <li>• Strong leadership and people management abilities</li> </ul>	
<b>Behaviours</b> <ul style="list-style-type: none"> <li>• <a href="#">link</a></li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Relevant level 4 qualification in Business/Finance/Administration or equivalent</li> </ul>	Further qualifications level 5 and above relevant to the role
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Attention to detail, neatness and accuracy</li> <li>• Dependability and reliability</li> <li>• Ability to work successfully as part of a team &amp; lead a team</li> <li>• Confidentiality</li> <li>• Ability to prioritise conflicting demands and pressures</li> </ul>	



## Other Requirements

- To be committed to the school's policy and ethos.
- To be committed to Continual Professional Development.
- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline.
- Enhanced DBS clearance required

## Equal Opportunities

- To assist in ensuring that NYC's equalities policies are considered within the school's working practices in terms of both employment and service delivery.