



School Office Manager	
Reports to	Headteacher
Hours of work	30 hours per week (38 weeks term time) plus 2 weeks
Salary	Grade 7 (£29,064 - £31,022 FTE)
Start date	1 st September 2026

Do you thrive on creating effective systems and refining processes? If so, we would love to hear from!

Stockham Primary School is a happy and ambitious primary school on the outskirts of the historic market town on Wantage. At Stockham Primary School we create a safe and nurturing community for all, where each child regardless of difference, achieves their full potential. We prepare pupils for future life; to become lifelong learners, to develop a thirst for knowledge and to become global citizens equipped for the challenge of the 21st century.

The school is in an exciting period of development, and we are looking for a skilled, proactive and highly organised School Office Manager to join our staff team. This will be a part-time contract with some flexibility of when hours are worked.

As the School Office Manager, you will hold a key role within our school with scope to shape systems, strengthen relationships and make a daily difference to staff, children and families. Reporting directly to the headteacher, you will be responsible for ensuring that financial, non-financial and non-teaching aspects of the school run efficiently and effectively which includes managing our small office team.

You will share our vision and values of 'Belong, Believe and Thrive' and will be an important member of the school community, developing positive relationships with governors, staff, families, volunteers and pupils.

If you are an experienced and motivated professional with a passion for supporting the success of a developing primary school, we would love to hear from you!

Job Purpose

The School Office Manager leads, manages and co-ordinates the schools front of house administrative and receptions systems to ensure an efficient, welcoming and regulatory compliant support service. The postholder reports to the headteacher overseeing daily office workflows and line managing administrative staff.



Key Responsibilities include but are not limited to:

Office and Team Leadership:

- **Line Management:** Supervise, train and allocate workloads for the reception and administrative team, conducting annual performance appraisals
- **Office Systems:** Design, implement and maintain effective manual and computerised office systems to optimise workflows
- **Headteacher Support:** Provide confidential secretarial support to the Headteacher, Senior Leadership Team (SLT), School Business Manager (SBM) and Governing Body

Data Management and Local Authority Systems:

- **MIS Oversight:** Maintain the Schools Management Information System (MIS), currently Bromcom, ensuring accurate records for pupil admissions and transitions and data tracking
- **Statutory Returns:** Co-ordinate and submit required local and national data returns including the DfE School Census and Schools Workforce Census
- **Attendance Tracking:** Oversee daily pupil attendance logs and produce compliance reports for the local authority attendance officers

Financial Administration and Resource Tracking:

- **Budget Support:** Monitor the localised office budget, managing orders and auditing of school stock and resources and supplying information and reports to the SBM as requested
- **Income Systems:** Administer parent facing payment systems (e.g, ParentPay, ParentMail or IBC portals) for breakfast club, school lunches, trips, clubs etc.
- **Invoicing:** Raise Purchase Orders and log deliveries and manage ordering processes and monthly reconciliation of school procurement cards
- **Policy/Funding:** Keep up to date with the latest changes to financial policy and funding opportunities.

HR & 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.
- Assist the SLT and relevant staff members in ensuring that the school meets statutory obligations.
- Contribute to ensuring equality and confidentiality for all staff in line with the school's policies and procedures.
- Ensure that the school's policies are circulated, read and understood by the relevant members of staff and manage new starter induction.
- Manage the performance, discipline, grievance and competence procedures of the office team.



Facilities and Premises Management:

- Assist the Headteacher and SBM with ensuring the school premises are well-maintained and safe for staff, students, and visitors.
- Ensure the safe maintenance and security operation of all school premises escalating any issues as necessary to the SBM and Headteacher.
- Administer estate management and grounds maintenance processes.
- Monitor and review contractual obligations for outsourced school services.
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
- Oversee the school catering facility, working in conjunction with third party caterers ensuring that the catering facilities are maintained to the highest standards of hygiene and repair.
- Act as main contact with the contractors ensuring the contract terms and conditions are monitored and managed effectively.

Management information & systems IT

- Be familiar with data protection legislation and how it will impact upon the school's practices, in liaison with the DPO.
- Understand the management information systems that are currently used in the school (Bromcom) and remain up-to-date on new technologies that may be more efficient.
- Ensure that the school has a strategy for using technology, which is aligned to the overall vision and plans for the school and ensures value for money.
- Ensure resources, support and training are provided to enable staff to use the software effectively.

Administration & Compliance:

- Oversee administrative processes and ensure the school adheres to all relevant policies and regulations.
- Create and collate end of year report templates.
- Contribute to school promotion and marketing creating flyers/posters for school tours/trips, stay and play sessions etc
- Work with and maintain administrative systems, ensuring that maximum efficiency is achieved.
- 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.
- Remain up-to-date with DfE statutory guidance and legislation that impacts the school.

Safeguarding and Communication Compliance

- **Front Line Safeguarding:** Manage Reception workloads to ensure all visitors comply with Oxfordshire Local Authority safeguarding policies including DBS verification and signing in protocols



- Understand the school’s procedures for if a pupil discloses a potential safeguarding concern and what to do in the case of a child protection concern.
- Be a general and active advocate of maintaining excellent safeguarding standards across the whole school and improving these where possible.
- Understand safer recruitment practices, pre-employment checks and the DBS.
- Ensure that staff and pupils are effectively safeguarded to minimise the risk of harm to all.
- **Local Communications:** Handle complex public, parent and external agency enquires. Manage the main school inbox, newsletters and digital platforms in line with School policy
- **GDPR & Health and Safety:** Ensure all data handling complies with Local Authority GDPR frameworks and act as a co-ordinator for site health and safety logs and pupil first aid logs

You will have:

- Proven experience in a business or finance role, ideally in a school or education setting.
- Strong organisational skills, with the ability to manage multiple priorities.
- Excellent communication and interpersonal skills, able to work with a range of stakeholders.
- A proactive, problem-solving attitude with a hands-on approach.

Education, Qualifications and Training	
Essential	Desirable
Educated to ‘GCSE’ level (or equivalent) standard English and Maths (Grade C/4 or above)	Level 3-4 NVQ in Business Administration or equivalent
Skills and Experience	
Essential	Desirable
Substantial administration experience ideally in a supervisory role Experience of working in a customer facing or busy reception role Experience of using management information systems (MIS)	Previous experience working within an Oxfordshire educational setting Experience/practical knowledge of Schools MIS systems e.g. Bromcom, Parentpay Experience handling Local Authority data modules and reporting Experience of facilities management and health and safety
Knowledge	



Essential	Desirable
<p>The ability to prepare a wide range of specialised information for both school staff and governors</p> <p>A proven ability to work sensitively and effectively with colleagues to help them to improve their everyday practice</p> <p>The ability to lead and manage the work and outcomes of other people, as well as working in a team.</p> <p>The ability to prioritise your workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail</p> <p>Problem-solve and create innovative solutions</p> <p>Proficient ICT skills with a sound knowledge of software packages, such as Microsoft, Google Drive and school email platforms</p>	<p>An understanding of the principles behind school improvement, including school improvement planning, monitoring and reviewing progress</p> <p>Capacity for, and interests in, enhancing further personal development.</p> <p>First Aid at Work and/or Paediatric First Aid certification</p>
<p>Personal Attributes</p> <p>The successful candidate will have</p>	
<ul style="list-style-type: none"> • A calm, organised, caring and cheerful nature • Excellent verbal and written communication skills. • Excellent time management, organisation skills and attention to detail. • 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 and a good sense of humour. • The ability to maintain successful working relationships with other colleagues. • A genuine enjoyment of working with children 	

Visits to our school are warmly welcomed. Please contact the school office on stockhamoffice@stockham.oxon.sch.uk or phone [01235 764407](tel:01235764407) to arrange a visit.

How to Apply:

Applications should be made using the OCC application form and emailed to stockhamoffice@stockham.oxon.sch.uk



Completed applications should be submitted by 8th July 2026

*Please note - **Applications will be considered upon receipt. In the event that suitable candidates are identified, the advert may be withdrawn without notice.***

Stockham Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Reference checks will be performed prior to interview. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.