

OFFICE MANAGER

Term Time + 5 additional days

35 Hours | Monday to Friday 08:30–16:00 | Permanent

BFC Grade I, Pay Scale Point 6

Actual Annual Salary: £21,667 (including London Weighting)

Jennett's Park CE Primary School is looking for an enthusiastic, committed, and friendly Office Manager to join our team. This is a vital role where you will keep the school running smoothly, supporting staff, pupils, parents, and visitors alike.

As Office Manager, you will lead our administration team, manage the reception service, and oversee all aspects of school administration. You will be the welcoming face and professional link for everyone who comes into or contacts our school. While experience in a primary school setting and using SIMS is desirable, it is not essential; we value dedication, organisation, and a polite, approachable manner above all.

Joining Jennett's Park means becoming part of a supportive and vibrant team that enables every member of our community to live life in all its fullness. You will play a key role in ensuring our school is a welcoming, well-run environment where staff and pupils can thrive.

Take a virtual tour of our school here:

<https://www.jennetts.bonitas.org.uk/headteachers-office/welcome/school-tour/>
or visit us in person; we would love to meet you.

Advert Opens: Friday 21st November

Closing Date: Monday 8th December

Interviews: Thursday 12th December

Application packs can be downloaded here:

<https://www.jennetts.bonitas.org.uk/school-office/current-vacancies/> and
completed applications should be returned to: recruitment@bonitas.org.uk

The school reserves the right to close this advert early once sufficient applications have been received.

Safeguarding statement: Jennett's Park CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. Enhanced DBS will be sought. We particularly welcome applicants from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.