

Role: Office & Financial Services Manager

Hours: 18.5 hours per week

Salary: Grade 9 FTE £37,938.00

Location: Children First Learning Partnership. Tel 01782 973810

Operations Manager: Mrs L Siddorn

Email: [centraloffice@cflptrust.co.uk](mailto:centraloffice@cflptrust.co.uk)

We are seeking to appoint an efficient and organised Office & Financial Services Manager to lead our administrative and financial procedures. The role will be based at Marlfields Primary School. This is a pivotal role within our school, supporting the senior leadership team in maintaining efficient operations and ensuring our financial integrity. As our Office and Financial Services Manager, you will be responsible for overseeing the school’s finance, HR, and administrative operations. You will lead the office team, manage school budgets and financial reporting, and ensure our policies and processes support both staff and student success.

This role is initially 18.5 hours per week, however, there is potential for additional hours for the right candidate.

The successful candidate will:

* Financially literate with experience in managing budgets and financial processes
* Experienced in office management, preferably in a school or similar setting
* A confident user of MIS (ideally Arbor), MS Office and Sage
* A natural leader with excellent organisational and interpersonal skills
* Discreet, trustworthy, and capable of handling sensitive information professionally
* Flexible, proactive, and passionate about contributing to a positive school environment

Attached is a copy of the Office and Financial Services Manager person specification and job role.

In return, we can offer:

An exciting opportunity to develop a role in our Trust.

* A supportive and inclusive working environment where your contributions are genuinely valued
* A collaborative and experienced leadership team that recognises the importance of strong business operations
* Professional development opportunities, including access to training and career progression pathways
* Dedicated, hardworking and highly professional team of teaching, support and office staff
* A supportive, well-organised and committed governing body and senior leadership team who are keen to professionally develop all of our staff
* Well-mannered pupils who enjoy coming to school, are well-behaved and who have outstanding attitudes towards their learning
* Parents who value the school
* Strong community links
* Access to local government pension scheme
* Employee well-being initiatives, including counselling services and staff team-building events

Closing Date:

Interviews:

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| **These two statements must appear in all advertisements** | |
| **This school is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expect all staff and volunteers to share this commitment** | **This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process. This post is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates will be asked to complete a self-declaration of their criminal record and other relevant safeguarding information that may make them unsuitable to work with children.**  **It is an offence to apply for this position if you are barred from engaging in regulated activity.** |

Please email Mrs Lucy Siddorn on [centraloffice@cflptrust.co.uk](mailto:centraloffice@cflptrust.co.uk) with your application or for any further information you may require.

Closing Date: Friday 4th July 2025.

Shortlisting: Monday 7th July 2025

Interviews: Thursday 10th July 2025

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

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