

Hurst EDUCATION TRUST

ALBOURNE C.E. SCHOOL

Appointment of Office Manager

From November 2026



The Albourne Way

Living life to the full

Are you a caring, organised and dedicated Office Manager who is passionate about supporting a thriving school community and bringing The Albourne Way to life every day?

We are looking for:
Our ideal Office Manager will be:

- Kind, professional and approachable, providing a warm welcome to pupils, families, staff and visitors.
- Highly organised and efficient, with excellent attention to detail and the ability to manage multiple priorities.
- Skilled at coordinating school administration, finance and operational systems to keep the school running smoothly.
- Proactive, flexible and solution-focused, with the confidence to respond to the challenges of a busy school environment.
- An excellent communicator who can build positive relationships with pupils, parents, staff, governors and external partners.
- A positive team player who enjoys being fully involved in school life and contributing to whole-school success.
- Committed to safeguarding, inclusion and the wellbeing of every member of our school community.
- Ready to embrace our ethos and bring The Albourne Way to life every day.

We can offer you:

- A lovely working atmosphere
- An innovative school
- A welcoming and supportive Albourne Family
- Cheerful and motivated pupils who thrive in their learning environment.
- A dedicated and passionate staff team committed to Supportive professional development opportunities.
- Ongoing support and guidance from Hurst Education Trust, our multi-academy trust
- A proactive and collaborative governing body providing a thoughtful balance of support and challenge.





Purpose of the job:

To provide a customer focussed reception and efficient support service to ensure the smooth day-to-day running of the school and enable high-quality education to be delivered to meet the needs of all pupils.

Responsible to: The Headteacher of Albourne CE Primary School.

Salary: £22,594.06 p.a. (£26, 824FTE)

Hours: 37 hours Monday to Friday, Term time only

Contract: Full time

Closing date: 27th November 2026- 9:00am **Interviews: 2nd December**

Duties and responsibilities

Reception:

• Welcome all visitors to the school in a professional and courteous manner, ensuring that the experience always leaves a positive impression.

• Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures.

• Deal with all queries from parents and pupils, taking messages, dealing with telephone calls and passing these on, in a timely manner, to those relevant.

• Ensure that pupils who arrive/ leave during the course of the day are signed in/ out of school by an appropriate adult in line with safeguarding procedures

• Monitor and maintain an accurate record of pupil attendance, producing reports as necessary.

• Ensure that any monies from parents are safely accounted for and handed to the Operations Manager or the appropriate organisation.

Office Administration:

• Undertake day-to-day office duties; including responding as appropriate to telephone and written enquiries.
• Provide secretarial support: correspondence, reports, booklets, notices, minutes, procedures as required.
• Photocopy and collate documents - as and when required by staff.
• Filing.
• Sort and distribute incoming post.
• Preparing outgoing post.
• Filtering and re-directing incoming emails to appropriate staff in a timely manner.
• Send messages to parents as required by other staff.
• In the event of the fire alarm sounding, take out required documents for evacuation i.e., signing in / out registers and register adults.
• Phone appropriate emergency services if required.
• Maintain stationery supplies for general school stock by liaising staff.
• Print Schools award certificates for signature and distribution by the Headteacher.
• To order and receive supplies and equipment for the school.

Administration of clubs:

• Liaise with class teachers/ TAs regarding the running of after school clubs.
• Contact external providers to determine dates, venues, costs and details regarding their provision.
• Obtain copies of Public Liability Insurance from external providers and obtain proof of relevant qualifications and safeguarding compliance.
• Liaise with the Operations Manager regarding the availability of rooms.
• Produce a termly timetable of clubs.
• Produce and distribute information regarding clubs to parents.
• Maintain club registers for each of the providers.

Newsletter and website:

• In conjunction with the Headteacher – write, design and distribute the school newsletter.
• In liaison with the Headteacher maintain and update the school website, including all details in case of emergency closures etc.

Other Duties:

• Undertake the bulk updates of pupil data annually onto Bromcom.
• Update individual pupil data as appropriate. • Update registers.
• Organise parent consultation information.
• Be the Principal First Aider for the school. • Administer, record and store medication as the Leader of Managing Medicine which includes controlled medication to pupils as required in keeping with school's policies.
• Maintain and update office noticeboards.
• Liaise with PTA members regarding forthcoming events e.g. organisation of distribution of letters.
• Maintain the school philosophy and ethos, working as part of the school team.
• Adhere to Health & Safety within the guidelines of the Health & Safety Policy.
• Undertake any other duties as may be required in consultation with the Headteacher and Operations Manager.
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Hurst Education Trust

The Hurst Education Trust (HET) is a Multi-Academy Trust set up by Hurstpierpoint College in collaboration with the Diocese of Chichester. It exists to provide a unique offer to local schools in the Mid Sussex area.

Academic excellence is the foundation of a Hurst education, because we believe it opens doors to the future. Therefore, every child is challenged and supported along the way in our friendly and warm community.

We are ambitious for each of our pupils and who they can become and we encourage each pupil to engage and enjoy all aspects of school life.

We want our pupils to learn the importance of certain values: a sense of duty, an awareness of right and wrong and a respect for others. We want pupils to be ambitious with a clear sense of purpose, to acquire a balanced view of life and develop into independent, mature individuals.

Schools who are part of the Hurst Education Trust receive a high-quality education support package focused on the “Good to Outstanding” journey and access to Hurst College’s facilities, including sports and academic provision together with specialist facilities including the theatre, farm and chapel. Importantly, schools retain their individuality, including their name, uniform and curriculum.

The Trust and its schools are open, welcoming and inclusive, embracing pupils of all faiths and none, committed to the flourishing of all of its pupils

Diversity will be celebrated and equal opportunities available to all. It is our belief that there are core common values universally recognised across faith boundaries, dignity, compassion, the removal of disadvantage and discrimination, empathy and encouragement which help foster and create a positive school environment in which all individuals can thrive and grow.

As ever

Tim Manly
CEO Hurst Education Trust

www.hurst.education

Apply

The application process

Please read the job description and person specification carefully and address the criteria when completing the HET application form. Please detail where you feel your expertise lies across the primary phase and where you feel you can show greatest impact. We do not accept CVs.

Closing date: 27th November 2026- 9:00am

Any questions can be directed to the Headteacher, Ms Fiona Keeling, via the office: office@albournecep.co.uk

Interviews

Interviews will be held at the school on **Wednesday 2nd December 2026**

Applicants are asked to advise their employers of a potential interview on this date.

If invited to interview, please bring photocopies of the following documents with you:

- Current Criminal Disclosure Certificate (CRB/DBS)
- P60/P45
- Birth Certificate/Marriage Certificate
- Driving License
- Original proof (certificates) of qualifications
- A utility bill as proof of address (less than 2 months old)
- A bank or building society statement (less than 2 months old)

Data held for candidates who are not appointed will be shredded following the interviews.

Appointments are subject to satisfactory references, and we will be taking these up **immediately** following shortlisting. It is therefore important that you inform your referees of your application. It is essential that your main referee is your current Headteacher. Please note that we are only able to offer general feedback to candidates who are not appointed.

Medical Examination / Online Check

The successful candidate will be required to complete an online medical questionnaire and may be required to attend a medical examination. Also, a check of social media presence will be carried out.





Criminal Record Checks

The successful applicant will be asked to complete an online enhanced DBS disclosure application requesting personal information in a number of areas. An offer of appointment will be subject to satisfactory DBS clearance.

Appointment

The successful candidate will be appointed from **December 2026 or January 2027**.

Safeguarding and equal opportunities

Albourne C of E Primary School and the Hurst Education Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the pre-employment medical questionnaire, relevant original ID documentation and examination certificates.

The Trust understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim.

Albourne Church of England Primary School

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Hurst Education Trust

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