

Office Manager & PA to Headteacher

£36,676 to £41,126 per annum FTE (pro rata)

Contract fixed term to Easter 2026, Monday to Friday, 37 hours per week, Term Time plus Inset Days and an additional four weeks during school holidays / closure.



Come and join us and make a difference!

We are a large primary school with fabulous children, looking for a proactive, self motivated, organised individual, with excellent interpersonal skills to join our team as an Office Manager & PA to the Headteacher. You will be a strong team player and want to make a positive impact.

Key responsibilities include (and detailed further within the job description):-

- day to day support for the Headteacher and Senior Leadership Team (SLT),
- management of, and to work cohesively with, the reception and office team, overseeing the smooth and efficient running of the services provided,
- leading a 'front facing' team to ensure the office / reception services provided are welcoming, positive, efficient and effective,
- driving pupil attendance as a key improvement area for our school,
- overseeing school admissions (entry, including in year, and exit/leavers),
- overseeing the smooth running of pupils' lunch provision by the Lunchtime Play Team.

The successful candidate will meet the criteria outlined in the person specification (attached to the job description) and :-

- be knowledgeable of the importance of the safeguarding of children within a school setting.
- ideally have experience of working in an educational setting.
- experience of working in an office environment with changing priorities, managing / supervising a team.
- a clear understanding of the level of professionalism required for the role of Personal Assistant.
- experience of Google suite, or similar and MIS Software, such as Arbor, Scholarpack, SIMS, Parent Pay.
- be proactive and want to make a positive difference,
- be organised, flexible and have initiative,
- have excellent effective communication and interpersonal skills,
- be self-motivated with a willingness to learn new practices and procedures,
- be educated to at least GCSE level, 4 or above in Maths and English (or equivalent).

Salary Level 6, point range 24 to 29. Actual salary range £34,380 to £38,552 per annum (dependent on skills and experience) based on working Monday to Friday, Term time plus Inset Days and an additional four weeks during school holidays / closure (pro rata). 37 hours per week, ideally 7.00 am to 3.00 pm, one afternoon finish at 2.30 pm (not Friday), ½ hour daily lunch break.

Our staff are our most valuable resource and we are committed to developing them to be the best they can be. We are proud to be part of The Elliot Foundation Academies Trust www.elliottfoundation.co.uk. If you think you can make a positive and confident contribution to our school we would be delighted to hear from you. For further details, including an application form, job description and person specification (outlining the criteria required for the post), please visit the school website via [Cippenham School](#).

To arrange a school visit or if you have any questions please email hr@cippenhamschool.org.uk or contact the school office on 01628 604665.

Please note an application form must be completed and CVs will not be accepted.

Closing Date: Tuesday 9 December 2025 at 9.00 am

Interviews to take place w/c 8 December 2025

We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will be subject to the pre-employment checks which will include an enhanced DBS check, the Children's Barred List check and satisfactory references.