WEXHAM COURT PRIMARY SCHOOL

To prepare every child to become a successful individual in an ever-evolving world

Office Manager & Admissions or Attendance Lead

Position: **Office Manager and Admissions or Attendance Lead**
(depending on the successful candidate's experience)
Start Date: January 2027
Location: Berkshire
Contract: Permanent, Full-time
Salary: Level 5, SCP 13-23 (31,153 - £36,700)

"Preparing each child to be individually successful in an ever-evolving world."

We are seeking an organised, welcoming and reliable Office Manager to help run our busy main school office. The role will include responsibility for **either Attendance or Admissions**, depending on the successful candidate's experience. You will be a first point of contact for parents, carers, visitors and staff, handling enquiries and supporting the day-to-day administration of the school. Depending on your area of responsibility, you will help maintain accurate attendance records and follow up absences or support the admissions process and assist families joining our school. The successful candidate will have excellent communication and organisational skills, strong attention to detail and the confidence to manage our busy office.

We offer:

- Comprehensive induction package.
- Excellent professional development.
- Behaviour and attitudes of pupils and staff are excellent.
- Support and progression as needed.
- A friendly and collaborative atmosphere.

About You:

- You must have outstanding organisational skills.
- Ability to use SIMs, Microsoft Office and other web-based software.
- You must have prior experience of how to carry out the attendance process.
- Ability to work to a deadline, and during times of pressure.
- Have excellent administrative skills both written and orally and an excellent telephone manner.
- Have attention to detail for data entry and ability to work under pressure.
- Always maintain confidentiality and a high standard of professionalism.
- Have a proven track record in a similar role.

Visits are highly recommended, if you can, please arrange a visit by contacting our HR Officer (see below).

Find out more: Contact our HR Officer at: hr@wexhamprimary.com or 01753 524 533/989 or visit our Twitter page @wexham PS, or our website: www.wexhamprimary.com

Key dates to be mindful of: Deadline for applications Tuesday 8th December at 4.00pm. Interviews will take place upon receipt of applications.

Wexham Court Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.