Office Manager &
Attendance or Admissions Lead



WEXHAM COURT PRIMARY SCHOOL

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Vision

Preparing every child to become a successful individual in an ever-evolving world.

Values



Behaviour Code



Welcome from the Head Teacher

Dear Applicant,

Thank you for your interest in the position of PA to Headteacher Wexham Court Primary. I believe that this school is like no other. Over the last few years, we have worked together to define what education means to us, what our environment should look and feel like. As such, our school vision and values are underpinned by our guiding principle:

Ubuntu – I am, because you are.

This means that we are bonded together and working as a team for the betterment of all.

We are a forward thinking and innovative school, trying to embrace 21st century learning styles. As a school community, we are very open minded and ready to embrace new and exciting challenges together. We are an inclusive school, where staff must be prepared to analyse and have challenged their bias, prejudice and attitudes.

Our SLT Credo:

We are responsible for the growth and development of our children. They deserve our best efforts and attention. By developing and supporting our teachers and nurturing our parents, we believe we can have the greatest impact on our children.

As an SLT we feel that we can best help children by ensuring their teachers are highly skilled and prepared to teach without distraction or unnecessary loads. The biggest difference to teaching and learning is the expertise of teachers. Therefore, professional development is ongoing and delivered through our Professional Learning Communities (PLCs). These are led by knowledgeable staff members with the aim to upskill everyone. We wish to recruit a practitioner who is ambitious, keen to learn and values our vision.

Finally, our children love school! In the morning they come running in, always smiling as they greet you. Behaviour is excellent because we know our children well and they would never want to let us down.

I am very proud of our school community. Through the last few years, they have risen to every occasion. I could not be more grateful for their commitment and determination. Come and speak to them and get the answers you need. All we require is good morals, a willingness to learn and the ability to work in a team. The rest we can work out.

I look forward to hearing from you soon.

Navroop Mehat and the WCPS team.

Here are a few comments from our Teachers

'At Wexham, the children are the best bit - keen to learn and welcoming to all. There are always opportunities to develop yourself professionally and I feel Wexham has massively supported my journey through middle leadership'

Miss H Brian





'A diverse School with friendly colleagues and wonderful children. It provides great CPD to support our practice, enabling us to provide the best education to our students. The School has supported me since my training year until now, and I am excited to continue my journey with the Wexham team!'

Miss K Kobayashi

'Wexham Court is a diverse, welcoming and supportive School where everyone is valued and respected. Navroop and SLT are continuously supporting Teachers to progress in their careers whether it's the start of their journey as an ECT or a qualified teacher.

Whilst being an ECT at Wexham, I received excellent support and direction to be able to provide quality teaching and enhance my own development. I have received excellent CPD and the opportunity to observe high quality teaching'.

Miss A Rehman



Welcome from the Pupils



Welcome to Wonderful Wexham Court!

We are delighted to give you the opportunity to work here. We are a School that has core values that are at the heart of everything we do.

The staff here are encouraging, inspiring, good listeners and fun. Are you a Teacher who:

- Can plan fun and enjoyable activities?
- Can help accelerate our learners' progress?
- Can create fun and engaging displays?
- Listen when we need your help?
- Has a good sense of humour?
- Gives us good and helpful feedback?
- Has a love for reading?



In return we promise to give you:

- Well behaved and engaged learners
- Fresh fruit and vegetables
- Amazing teacher friends
- Lots of laughs
- A big, clean classroom
- Lots of tea and coffee!

We love coming to Wexham Court Primary School. There's always so much going on. We are an Active Movement School, which keeps us fit and healthy. We have a modern curriculum, which includes Enquiry. This helps us to explore topics in a fun way. Community work is important to us as we love to support local charities.

'Come and meet us so we can share our School, we know you will love it too!' **Head boy and Head girl**





About Wexham Court Primary School

Our history:

- The school used to be a double Saxon Moat, and the evidence of the moat still remains.
- The school used to be a Medieval Farm that dates back to the 13th century.
- The school's name is based on the manor house, home farm and church that were all part of the moated complex, known as Wexham Court Estate.
- We have oak trees that were planted in the 18th century.
- There used to be a post office on site, which fell down 20 years ago.
- The site has a poly tunnel and various raised beds, in which all pupils grow their own produce. This is later served in the canteen or entered into the Stoke Poges Horticultural Show; which we have won for the last 8 years!
- The school used to be a middle school.

Our present

- Professional development is ongoing. We use evidence-based research to only do the things that work and matter.
- The listed Barn has been renovated and is now an exhibition site, regularly used by the children for various activities, including cooking the produce they harvest in the poly tunnel.
- We run national training events at the Barn.
- We are a Microsoft school and embrace technology everywhere.
- We value the arts, all children learn instruments, Spanish and have expert art experiences.
- Health is vital, our children eat well, skip daily, have an outdoor gym, MUGA and sports coach.
- Our curriculum is well sequenced, coherent and scaffolded to support all pupils.
- We value the arts and pastoral care as much as academic achievement.
- Our pupils are fit and healthy in spirt, body and mind.
- Work life balance – we have a strong culture of support! We work hard at school and home life is for living. Our teachers do not take work home, planning is completed in PPA and meetings after school are rare! Our staff are happy and satisfied because they are looked after and valued.

Our future

Our future is exciting. Be a part of it.

The school badge reflects our school's evolution:

The world is our oyster

The children at the centre of our world

The double Saxon moat

PLCs at Wexham Court Primary School

Why

The children at Wexham Court deserve the very best teaching, school environment and nurture. To create these conditions, we value high quality, evidence-based CPD for our staff. Developing teacher expertise is the most effective way to influence outcomes for children.



How

We focus on developing teachers' mental models of effective teaching by sharing concepts and evidence-based approaches. We have a community of staff engaged in collaborative enquiry to solve educational problems. PLCs are aligned to our strategic priorities as part of our implementation plans.

What

C21

- Curriculum intent, implementation and impact
- Curriculum leadership
- Assessment
- How children learn



Inclusive not exclusive

- Understanding disadvantage and its barriers
- Supporting children with SEND



Building conversations

- Ensuring great behaviour
- Understanding motivation



R2Y1

- Preparing children for Year 1
- Developing effective early years practice
- Preparing for early years reforms



Right and relevant

- Celebrating diversity
- Striving for equality
- Ensuring children understand identity



Ofsted Feedback

The school has been graded Good across all key areas, reflecting a strong and consistent standard of education and care.

Wexham Court Primary School is proud to be recognised for its *"excellent behaviour of pupils,"* fostering a positive, respectful, and inclusive atmosphere where every child *"feels valued"* and supported *to "strive for excellence, do the right thing, and build belonging."* OFSTED inspectors noted that our pupils *"exhibit positive behaviour and attitudes towards learning,"* creating a welcoming environment where children flourish both academically and personally.

Our *"wide range of curriculum activities"* engages pupils and supports their holistic development, preparing them well for an ever-evolving world. The school's strong teaching is underpinned by a clear ethos and *"strong relationships between staff and pupils,"* with new staff receiving *"sufficient support to implement changes effectively."* Effective teaching strategies ensure that the diverse needs of all pupils, including those with SEND and EAL, are met well.

Our Early Years provision is *"well-structured and supports children's learning and development effectively from the start,"* providing a solid foundation for lifelong learning. Pupils benefit from *"the right systems, processes and levels of oversight"* that keep them safe and enable them to thrive, whatever their background or individual needs. For teachers, Wexham Court offers a professional culture where *"staff feel well-supported and empowered to develop their skills and make a real impact on pupil outcomes."* Together, we build a nurturing community where every child belongs, learns, and succeeds.

"The school's approach to developing the whole child is a core strength of the school."

"There is a clear connection between an ambitious curriculum and what pupils have learnt over time."

"Effective teaching strategies ensure that the diverse needs of pupils, including those with SEND and EAL, are met well."

" Pupils behave exceptionally well and display exemplary attitudes towards their learning."

"The school fosters a respectful and inclusive environment where pupils feel valued."

""Pupils are exceptionally polite and excited about learning."

"The school fosters a respectful and inclusive environment where pupils feel valued."

Ofsted
Good rating

Our Partnerships

We believe in partnership work and as such we support these through training and school to school support.

Some of our partners and awards are:



















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.

Job Description – Office Manager and Attendance or Admissions Lead

DESCRIPTION: Wexham Court Primary School

POST TITLE: Office Manager and Attendance or Admissions Lead

1. MAIN PURPOSE OF JOB

The Office Manager oversees the effective day-to-day running of the school office and leads either the operational coordination of the school's admissions processes or the school's approach to attendance, depending on their experience and the needs of the school. The specific lead area will be confirmed on appointment.

The postholder will help ensure that the school's administrative, communication and relevant admissions or attendance systems are reliable, efficient and responsive to the needs of pupils, families and staff. They will work closely with school leaders, staff, parents and carers, and relevant external partners to provide an organised, supportive and professional service.

The postholder will carry out their responsibilities in accordance with the school's policies, procedures and published vision and values, promoting a welcoming, inclusive and professional service for the Wexham Court Primary School community.

2. MAIN ACCOUNTABILITIES

The main duties and responsibilities are set out below. The postholder will undertake the **Office Manager** responsibilities and will lead either **Admissions** or **Attendance**, depending on their experience and the needs of the school. The specific lead area will be confirmed on appointment.

Other duties of an appropriate level and nature may be required, as directed by the Headteacher or a member of the senior leadership team. The postholder may occasionally be required to work outside normal school hours for school events, meetings or emergencies.

Office Manager

- Ensure the smooth and effective day-to-day running of the school office and its administrative and communication systems.
- Contribute to the development, implementation and review of office procedures and support services.
- Line-manage administrative staff as delegated, including setting expectations, supporting performance, carrying out appraisals and identifying training needs.
- Train and develop administrative staff, and help build an organised, responsive office team.
- Promote a professional, welcoming and helpful reception for pupils, parents and carers, staff, visitors and external partners.
- Help ensure visitor checks and procedures for monitoring entry to and exit from the school are followed.
- Provide administrative and organisational support to school staff and, as required, the governing board.
- Assist with organising school trips in cooperation with relevant staff, including checking that required documentation and risk assessments have been completed and submitted through the appropriate school processes.
- Assist with organising parents' evenings, meetings and school events, including arranging rooms, equipment and refreshments as required.
- Support the organisation of staff training and the induction of new pupils.
- Manage manual and electronic records and information systems, ensuring records are accurate, accessible to authorised staff and handled securely.
- Manage and organise forms and information received from parents and carers.

- Assist with the school's general email inbox, ensuring messages are directed to the appropriate staff member and expected response arrangements are supported.
- Organise incoming and outgoing post, and undertake filing, printing and photocopying as required.
- Maintain office equipment, including printers and photocopiers, resolving routine issues or arranging appropriate assistance.
- Provide accurate information and practical guidance to staff, pupils, parents and carers, and other stakeholders on relevant school systems and events.
- Assist with recruitment administration, including advertising and collating documentation, and help ensure required pre-employment checks are completed by the appropriate authorised person.
- Book staff training and maintain related administrative records.
- Order, monitor and manage office stock in line with school purchasing procedures and value-for-money requirements.
- Use relevant equipment and IT systems, including the school's management information system (MIS), and support their effective use within the role.
- Manage office expenditure within delegated authority and agreed budgets.
- Maintain financial administration records and support audit requirements.
- Assist with budget planning, monitoring and evaluation, and with procurement, funding or sponsorship administration as directed.
- Manage service contract administration and maintain records of relevant school licences and insurance arrangements.
- Assist with organising premises repairs under the direction of the appropriate school leader or premises manager.
- Help keep the office tidy, organised and appropriately resourced.
- Assist with school communications, marketing and promotion as directed.

Admissions Lead

This section applies if the postholder is appointed to lead admissions.

- Coordinate the administrative arrangements for pupil admissions in line with the school's admissions policy and applicable local authority or trust procedures.
- Ensure parents and carers receive clear, timely and appropriate communications about the admissions process.
- Maintain accurate admissions records, waiting-list information and relevant pupil details on the school's systems.
- Liaise with parents and carers, the local authority, school staff and other relevant parties about admissions matters.
- Coordinate the administrative arrangements for new pupils joining the school, including collecting and recording required information and supporting their induction.
- Ensure changes to pupils' personal information are recorded accurately and securely.
- Provide relevant admissions information and reports to school leaders as required.
- Refer decisions or cases requiring approval or wider judgement to the appropriate school leader.
- Maintain confidentiality and handle admissions information in accordance with school procedures and data protection requirements.

Attendance Lead

This section applies if the postholder is appointed to lead attendance.

- Ensure daily attendance registers are completed accurately and promptly, following up missing or incomplete information with staff.
- Follow up unexplained absences with parents and carers, recording contact and escalating concerns in line with school procedures.
- Coordinate the administration of attendance and absence procedures, including communications to families, attendance meetings and relevant referrals.

- Administer penalty notice processes in line with current requirements, local authority arrangements and school procedures, referring cases for the necessary authorisation.
- Complete attendance returns for the school census and other required returns by the relevant deadlines.
- Maintain accurate, timely and confidential records of attendance, communications, referrals, support plans and interventions.
- Maintain effective working knowledge of the MIS attendance functions and support staff in using them appropriately.
- Support the application of children missing education procedures when required, working with school leaders and relevant agencies.
- Produce attendance reports for parents and school leaders as required.
- Produce and interpret attendance reports, identifying patterns, absence reasons and emerging concerns.
- Present attendance information clearly, including graphs and charts where useful.
- Carry out regular checks of attendance registers and codes to support accurate and consistent recording.
- Monitor attendance for groups of pupils who may need additional support and share relevant information securely with school leaders.
- Bring concerns about individual pupils or groups promptly to the appropriate staff.
- Work with school leaders to identify appropriate support and monitor its impact.
- Coordinate attendance reviews or check-ins as agreed with school leaders.
- Provide relevant attendance information to authorised services and agencies when required.
- Contribute to the development and review of the school's attendance procedures.
- Build constructive, respectful relationships with pupils and families, communicating the importance of regular attendance sensitively and without making assumptions about the reasons for absence.
- Coordinate meetings with pupils, parents and carers to discuss concerns, agree support and review progress.
- Help identify barriers to attendance and work with families and relevant staff to find practical ways to address them.
- Work with school leaders, the designated safeguarding lead (DSL) and external partners where attendance concerns are connected to wider needs.
- Carry out home visits only where necessary, following school policy, risk assessment and lone-working procedures, and with the agreement of the appropriate school leader.
- Attend relevant multi-agency meetings when delegated, sharing accurate attendance information and contributing to coordinated support.
- Keep clear records of meetings, actions, referrals and agreed follow-up.

Applies to all postholders

- Maintain confidentiality and handle sensitive information carefully, sharing it only with authorised people and in accordance with school procedures.
- Keep records in line with the school's retention schedule, data protection requirements and information-security procedures.
- Support the school's data protection officer (DPO) with data protection compliance. The postholder will act as DPO only if formally appointed to that role.
- Follow school policies and procedures, including those relating to health and safety, data protection, information security, equality and safeguarding.
- Report safeguarding or welfare concerns promptly through the school's established procedures.
- Make decisions within the authority delegated to the post and refer matters requiring wider judgement, approval or escalation to the appropriate school leader.
- Uphold the staff code of conduct and contribute to a positive, professional culture across the school.
- Undertake appropriate training and professional development to maintain and develop the skills required for the role.
- Perform other duties that reasonably fall within the scope and level of the post, as directed by the Headteacher after consultation with the postholder.

The duties outlined above are not intended to be a restrictive list. They may be extended or amended to include other tasks appropriate to the grade and responsibilities of the post.

PERSON SPECIFICATION				
Competency		**Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health & Safety, Equalities Finance**	**Essential/ Desirable**	**Method: Application (A) Interview (I) Test (T)**
Experience	1.1	Experience working in an office environment at a senior or supervisory level.	Essential	A
	1.2	Experience organising, leading or motivating staff and, where relevant, managing their work.	Essential	A I
	1.3	Experience developing, managing and operating administrative, financial or organisational systems.	Essential	A I
	1.4	Experience working with children or young people and, ideally, in a school or other educational setting.	Essential	A I
	1.5	Experience supporting school finances, budgets or financial administration.	Essential	A I T
	1.6	Experience identifying attendance concerns or interventions to improve pupil attendance.	Essential	A I
	1.7	Experience working directly with pupils and parents or carers, including handling sensitive or difficult conversations.	Essential	A I
	1.8	Experience working collaboratively with colleagues and external partners.	Essential	A I T
	1.9	Experience analysing information, producing reports and identifying relevant patterns or insights.	Essential	A I
	1.10	Experience in areas such as school MIS administration is desirable where these form part of the delegated role.	Desirable	A I
	1.11	Experience administering pupil admissions, enrolment or transfer processes.	Essential	A I
	1.12	Experience liaising with a local authority, admissions team or other relevant partners about pupil admissions.	Desirable	A I
Skills/ Knowledge	2.1	Strong literacy and numeracy skills, with excellent attention to detail.	Essential	A I T
	2.2	Good knowledge of financial procedures and the ability to handle records and resources responsibly.	Essential	A I
	2.3	Competent use of word-processing and spreadsheet applications, computerised accounting systems and school MIS systems.	Essential	A I
	2.4	Ability to use relevant office equipment and learn new systems effectively.	Essential	A I
	2.5	Ability to plan, organise and prioritise competing tasks, and to work accurately under pressure.	Desirable	A I
	2.6	Understanding of confidentiality and data protection requirements.	Essential	A I
	2.7	Understanding of safeguarding responsibilities and how to report concerns promptly.	Essential	A I
	2.8	Good listening skills and effective written and verbal communication.	Desirable	A I
	2.9		Essential	A I
	2.10		Essential	A I

	2.11	Knowledge of possible interventions to support attendance and of barriers that may affect a pupil's regular attendance.	Essential	A I
	2.12	Ability to tailor attendance support to individual circumstances, maintain accurate records and	Essential	A I
	2.13	review outcomes.	Essential	A I
		Ability to use Excel or similar tools to analyse and present data.		
		Ability to build positive, professional relationships with pupils, staff, parents and carers, and external partners.		
		Ability to coordinate admissions administration accurately and within required timescales, including maintaining application records and waiting-list information.		
Personal Qualities	3.1	Able to attend meetings as required.	Desirable	I
	3.2	Desire to enhance and develop skills and knowledge through CPD.	Desirable	I
	3.3	Commitment to the highest standards of child protection and safeguarding.	Essential	I T
	3.4	Recognition of the importance of personal responsibility for health and safety.	Essential	I T
	3.5	Commitment to the school's ethos, aims and its whole community.	Essential	I
		Commitment to maintaining confidentiality at all times.	Essential	A I T
Qualifications	4.1	NVQ Level 3 in Business Administration or an equivalent qualification in a relevant discipline, or be working towards one.	Desirable	A I
	4.2	GCSEs or equivalent, including English and mathematics at grade 4/C or above.	Essential	A I
	4.3	Further relevant training or qualifications in areas such as school administration, finance, attendance, data protection, health and safety or first aid are desirable where relevant to the duties.	Desirable	A I

How to Apply:

https://www.tes.com/jobs/

https://www.wexhamprimary.com/

Request an application form from hr@wexhamprimary.com

Deadline for applications: **Tuesday 8th December 4.00pm.** Interviews will take place as applications are received.

Interview day:

This will be a process to share who we are and get to know who you are. Please try to relax, it will be as informal as we can make it. On the day you will have an interview, in which you may ask as many questions as you wish, we would love to understand more about your vision and beliefs around education, your past experiences and what you want for the future. We will let you know further details if you are shortlisted for interview.

References:

If you are selected for interview, references will be requested prior to interview. You must ensure that your current or most recent Employer is one of those references. Please ensure your referees are aware of our timescales.