



Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

Office Manager

Heworth CE Primary School

Closing Date: Monday 27th July 2026 at 9.00am

Interview date: To be confirmed

Required September 2026



Heworth

Church of England Primary School

Heworth CE Primary School are seeking to recruit an enthusiastic, energetic and committed office manager who is friendly and approachable. As we are a small village school there will be no line management tasks involved. The successful candidate will lead the running of the school office including administrative tasks.

We are looking to appoint a candidate with strong interpersonal skills and the experience of working in a busy environment with minimal supervision.

There will be extensive use of PC based programs so a good working knowledge of Microsoft office/ Google products and experience of managing pupil data systems would be an advantage as would previous experience of working within a school/similar setting.

We are looking for an enthusiastic team player to join our School from August 2026.

School

Heworth CE Primary School

Job Title

Office Manager

Reports to

Headteacher

Grade

Grade 6 Level 1

Full time equivalent starting salary £28,394 reduced pro rata.

Additional Information

Permanent

Monday to Friday from 8.30am to 4pm.
35 hours per week.

Term time only plus 2 weeks.

An application form and further details are available to download from the Pathfinder multi academy trust website: <https://pathfinder.academy/careers/vacancies/>

Please submit completed forms to:

cwalton1@heworth.pmat.academy



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Heworth

Church of England Primary School

Helping each child to flourish

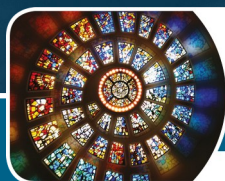
Heworth CE Primary School has been educating children from Heworth and the surrounding area for almost 150 years. It is a small Church of England primary school, located in the heart of Heworth village and within walking distance of the historic city centre of York.

We believe that every child is unique in the eyes of God, and we want to help them to flourish by giving them the best possible start to their education. We are committed to developing highly motivated, independent young people with a wide-ranging and life-long love of learning.

We are proud to be a Church of England school and our four core Christian values of Forgiveness, Trust, Compassion and Endurance are woven through the life of the school. We use our values as a framework to help create a rich learning environment for all of our pupils, whatever their needs.

The Christian ethos of our school provides children with a safe and supportive environment in which they feel valued and cared for. Heworth is a small school, but we like to think that it has a big heart. With only 145 pupils from Reception to Year 6, and many of them living close by, Heworth has a distinct 'family feel', and we focus a lot of energy on nurturing those bonds both within the school and wider community.





Pathfinder

Multi Academy Trust

About our Trust

Providing an excellent education from age 2 to 19



Setting the course



Leading the way



Serving and inspiring

Formed in August 2016, Pathfinder is a successful, well-established Multi Academy Trust serving more than 6,600 children and their families across York and North Yorkshire.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high quality teaching

and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our students. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

Pathfinder schools



ACOMB PRIMARY SCHOOL



Applefields School
York



Archbishop Holgate's School

A Church of England Academy Founded 1546



Badger Hill

PRIMARY SCHOOL



Barlow CE Primary School

Part of the White Rose Federation - One family, branching out together



Burton Salmon CP School

Part of the White Rose Federation - One family, branching out together



Chapel Haddlesey CE School

Part of the White Rose Federation - One family, branching out together



Clifton with
Rawcliffe



Hempland
Primary School



Hensall Community Primary School

Part of the White Rose Federation - One family, branching out together



Heworth

Church of England Primary School



Huntington
PRIMARY ACADEMY



Malton School

A Specialist Science School



New Earswick
Primary School



Poppleton Road
Primary School



Rufforth
Primary School

Inspire - Care - Grow



St Barnabas
CHURCH OF ENGLAND PRIMARY SCHOOL



St Lawrence's
CHURCH OF ENGLAND PRIMARY SCHOOL



Tang Hall
Primary School



Welburn
COMMUNITY PRIMARY SCHOOL



Job Description

Main Purpose of Job

The school Office Manager is responsible for the school office organisation, school administrative systems, the management of office staff and to provide the Headteacher with a full and comprehensive administrative support service.

Core Responsibilities, Tasks and Duties

- Responsible for a full range of administrative functions, some of a more complex nature and to monitor and develop existing processes and procedures.
- Take a lead role in developing best customer service and managing relationships with staff, parents and external partners.
- Manage the office and team workload, allocating work to others within the team and ensuring competing demands are reconciled.
- Support the Headteacher and other senior staff with HR admin to recruit and select school admin staff.
- Preparation of payroll and HR returns.
- Maintenance of the school Single Central Record
- Support out of school clubs and extended school activities.
- Maintain in-house finance systems.
- Benchmarking to establish best value.
- Manage and maintain management information systems.
- Data analysis and production of complex reports and returns e.g. DfE.
- Produce standard and individual letters, documents and reports, sometimes of a more complex nature, within set guidelines and prescribed timescales.
- Deal with and respond to complaints.
- Support the Headteacher and finance partner as required.
- Responsibility for whole school in a specialist area (e.g. H&S Coordinator).
- Organise Headteacher's diary according to priorities and deadlines.
- Manage service contracts.
- Take lead role in planning, developing/designing systems and procedures.
- Undertake special projects/assignments relating to administration.

Supervision/Management of People

Line management, development and day to day supervision of one other person in the school office.

Creativity and Innovation

- Pro-active and use initiative in proposing changes to working practices and/or processes.
- Continually assess work to improve and develop office systems as necessary.
- Subject to minimal supervision, work within established procedures, practices and routines, where these exist.
- Deal with complex problems.
- Adhere to documented school procedures and interpret policies and guidelines.
- Ability to give advice and seek information from pupils/parents.



Contacts and Relationships

- Senior Leadership Team, team leaders on a regular basis to give and receive information, a confident, calm and firm manner may be required.
- All staff, pupils, parents and governors.
- Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services.
- Other outside agencies (Police, health services etc).

Decisions - Discretion and Consequences

- Management / prioritisation of own workload and others, delegating work as appropriate.
- Negotiation, problem solving, giving advice and seeking information.
- Working without close supervision and dealing with issues which will not be subject to established procedures, practices and routines.
- Use judgement to design, develop and implement modification / variations to processes and working arrangements, to improve the quality of the work of the team.
- Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality.
- The role the job holder undertakes can have a significant effect on the staff morale and efficiency of the school office and the service it provides.

Resources

Normal office equipment

Responsible for the accurate handling and security of larger sums of cash and cheques or financial resources e.g. petty cash.

Work Environment

- The job is unpredictable with little routine.
- Required to work to strict deadlines.
- This role is largely office bound but often involves moving around the school premises.
- Normal office environment.
- There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses.

Knowledge and Skills

- Computer literacy, numerate, typing/secretarial skills.
- A good understanding of administrative processes.
- Knowledge of a range of computer software packages including finance systems.
- Ability to work under pressure to deadlines.
- Experience in customer service skills.
- Understanding of Safeguarding in education.
- Knowledge of Health and Safety issues.
- Ability to input, understand and present data.
- Ability to prioritise own work and that of others in line with school's strategic aims.
- Ability to supervise, train and induct staff and prioritise their work.
- Ability to give clear, accurate advice.
- Requires skills for planning, development and monitoring of support services.
- Requires persuasive, influencing skills for dealing with staff, governors and external contractors.
- A pro-active record of CPD.
- Ability to provide accurate information and attention to detail.
- Understanding of Safeguarding issues and ability to follow all school procedures relating to this.



Pathfinder

Multi Academy Trust

Professional Development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

Teaching Staff

For our teaching staff, we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher. At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide staff with the highest quality research-proven CPD.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.



Support Staff

Our career pathways programme for support staff aims to ensure that all colleagues are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder, our support staff will:

- be confident in fulfilling their role to the highest level.
- have an understanding of how their role fits into the wider organisation.
- act as a source of support, advice and guidance to colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.



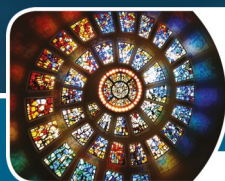
Partnering with the National Society for Education, the Pathfinder Leadership Academy has been designed to identify, develop and support colleagues to progress into positions of middle leadership and beyond.



Proudly delivering Initial Teacher Training and Education, Appropriate Body services, the Early Career Framework and National Professional Qualifications across our urban, rural and coastal school communities.



Working in partnership with our urban, rural and coastal school communities to champion, sign-post, design and deliver high-quality professional development across Yorkshire and the Humber.



Pathfinder

Multi Academy Trust

Benefits of Working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Pension Scheme

You are offered membership of either Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as employees paying into the scheme (banded, based on earnings) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings).

Local Government Pension Scheme

We contribute an additional 19.9% of your salary.

Teachers' Pension Scheme

We contribute an additional 28.68% of your salary.

Staff Benefits Platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place.

Vivup also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



CSSC Sports and Leisure

Our staff benefits scheme with CSSC gives Pathfinder staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and free health and wellbeing portal for courses, classes and content.



TES Magazine Subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their



worries, the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

Able Futures

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.



Discounted Bus Travel

As part of the First Bus Commuter Travel Club, Pathfinder employees benefit from discounts on work and leisure travel using First Bus services. The benefits include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel

Free Will Writing Service

Estate planning and will writing specialists



Durham McCarthy are able to offer Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.