



Kilnhurst Primary School

Job Title: Office Manager

Salary: Band G (Scale Point 19-23) £22,050.79 – £24,540.01 pro-rata salary

Hours: 37 hours per week School Term Time (38 weeks + 2 INSET)

We are seeking to appoint a highly motivated Office Manager to join our team within White Woods Primary Academy Trust.

At an exciting time in the school's development, we are seeking to appoint an exceptional Office Manager to join our team at Kilnhurst Primary School.

We are looking for someone to join our hardworking and dedicated team who:

- Has proven administration experience in a school or other office/reception environment.
- Is highly organised and flexible with excellent interpersonal and communication skills.
- Works well under pressure with an ability to manage multiple tasks and priorities.
- Is committed to continual professional development.
- Shares in the Vision, Mission and Values of our Trust and School.

We can offer:

- Employed by White Woods Primary Academy Trust offering a commitment to encouraging and providing opportunities for personal and professional development.
- The opportunity to work within a highly motivated and supportive team within our school and across our Trust.
- Teachers Pension Scheme.
- Access to workplace and wellbeing support services



For an informal discussion or to arrange to visit the School please contact:
Antony Booth (Headteacher) on: 01709 570590 or email:
enquiries@kps.wwpat.org

Closing date: Wednesday, 23rd July 2025

Interviews will be held on: W/C Monday, 28th July 2025

How to apply?

Please complete our online application form below:

<https://zfrmz.eu/mLPA5rDOKBprZa4gBNgU>

The application pack and further information is available to download from our Trust website:

<https://whitewoodsprimaryacademytrust.co.uk/vacancies/>

Please note all information needs to be completed on the application form as we will not accept a CV.

The School is committed to Safeguarding and promoting the welfare of children and the successful candidates will have to undertake a Disclosure and Barring Check (DBS).

This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level.

Further information about the Disclosure Scheme can be found at:

www.gov.uk/disclosure-barring-service-check.

White Woods Primary Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Our Recruitment Privacy Notice can be viewed **[here](#)**.