



JOB VACANCY

OFFICE MANAGER

Nassington School (Part of the Unity of Titchmarsh, Warmington & Nassington schools)

Contract: Permanent, 40 weeks per annum (Term time + 2 weeks), 30 hours per week.

Salary: Scale H (Points 14–20 FTE: £29,540 – £32,597) Subject to local government pay negotiations

The Role: Following the departure of our current Office Manager, we are seeking an exceptional and highly organised Office Manager to play a pivotal role at the heart of Nassington School. This is a unique opportunity to shape and lead the administrative and financial operations of a small, welcoming village school where every role makes a visible difference to children's daily experience.

As Office Manager, you will take full responsibility for the smooth and efficient running of the school office. This includes overseeing financial processes, managing administrative systems, and ensuring high-quality communication with pupils, families, and staff.

Working closely with the Executive Headteacher and Head of School, you will be a trusted and valued member of the leadership team, contributing to the effective day-to-day operation of the school.

About us:

Nassington School is a small, thriving primary school rated *Good* by Ofsted (2024), with 63 enthusiastic pupils. Situated in the heart of a beautiful village community, we offer a warm, supportive environment where staff are valued and developed. We are proud of:

- A strong, evidence-informed approach to teaching and learning
- A genuine commitment to continuous improvement
- A collaborative 'Unity' partnership with Titchmarsh and Warmington schools
- A supportive team culture with engaged parents and governors
- Ongoing professional development opportunities to help you grow in your role

Key Responsibilities

- Lead the day-to-day financial management of the school, working in partnership with the North Northamptonshire finance team
- Manage all administrative systems to ensure efficiency, compliance, and accuracy
- Act as the first point of contact for parents, visitors, and external agencies
- Support leadership with HR, admissions, and operational processes
- Contribute to the organisation of school events and communications
- Maintain confidentiality and uphold safeguarding procedures at all times.

How to Apply

Visits to the school are warmly encouraged. For an informal discussion about the role, or to request a job description and person specification, please contact Sarah Rodger (Office Manager) -

officemanager@nassingtonschool.co.uk

Deadline for Applications: Friday 8th May 2026

Interviews: Week beginning Monday 11th May 2026

Start Date: To be agreed

Please submit your application form which includes a supporting statement outlining your skills and suitability to James Sherlock (Executive Headteacher) at: head@nassingtonschool.co.uk.

Safeguarding: We are committed to safeguarding and the welfare of children and expect all staff to share this commitment. This post is subject to an enhanced DBS check.