

Office Manager & PA to Headteacher

£37,887 to £42,484 per annum (pro rata)

Permanent. Start: 1st September 2026

Come and join us and make a difference!

The successful candidate will provide a high calibre service to support the Headteacher, manage the school office/reception team ensuring that efficient and effective quality services are provided consistently to all stakeholders.

The successful candidate will meet the criteria outlined in the person specification, and :-

- be knowledgeable of the importance of the safeguarding of children within a school setting.
- ideally have experience of working in a school, with an excellent understanding of pupil attendance, admissions and the day to day requirements of a school office and reception.
- be a resilient, effective communicator with a track record of providing efficient administrative support to a line manager and / or senior team.
- be reliable, professional, proactive and want to make a positive difference.
- experience of working effectively in an office environment with changing priorities, managing / supervising a team.
- be organised, flexible and have initiative, with excellent effective interpersonal, communication (verbal and written) and IT skills.
- be self-motivated with a willingness to adapt and learn new practices and procedures.

Salary range £37,887 to £42,484 per annum (pro rata), (dependent on skills and experience, Level 6, point range 24 to 29. Actual salary range £35,516 to £39,825 per annum working Monday to Friday, 37 hours per week, 7.00 am to 3.00 pm (½ hour lunch), one afternoon finishing at 2.30 pm (not Friday). Term Time plus Inset Days and four additional weeks during school holidays / closure.

Our staff are our most valuable resource, and we are committed to developing them to be the best they can be. We are proud to be part of The Elliot Foundation Academies Trust www.elliottfoundation.co.uk. If you think you can make a positive and confident contribution to our school we would be delighted to hear from you. For further details, including an application form, job description and person specification (outlining the criteria required for the post), please visit the school website via Cippenham School.

To arrange a school visit or if you have any questions please email hr@cippenhamschool.org.uk or contact the school office on 01628 604665. *Please note an application form must be completed and CVs will not be accepted.*

**Closing Date: Friday 3rd July at 9.00 am.
Interviews will be held: w/c 6th July 2026**

We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will be subject to the relevant pre-employment checks which will include an enhanced DBS check, the Children's Barred List check and satisfactory references.