



Office Manager Candidate Information Pack

Parish CE Primary School



About Liverpool Diocesan Schools Trust

We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity**, **address inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.

- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

Our Core Values

We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

We are a fully inclusive organisation and encourage applications from individuals from minority communities.

About Parish CE Primary School

Parish is a very successful, happy school built on Christian beliefs and values of Faith, Hope and Love.

It is a one form entry Church of England Primary school with an intake of 30 children each September. We also have a Pre-School Nursery which offers 30 hours per week placements and wraparound care.

Our dedicated and dynamic team at Parish work extremely hard to ensure that all our children are able to learn in an inclusive, safe and secure environment. We aim to provide a high-quality education, which enables each child to realise their full potential. We value strong partnerships with parents, governors, the Church and local community and work closely with them to ensure that our children leave the school as well-rounded individuals.

We were judged to be 'outstanding' by Ofsted in January 2022 and we were also awarded a 'Flourishing Church School' grading in our February SIAMs inspection.

In 2022 we were recognised as the 'Most Inspirational Primary School' at the prestigious Educate Awards and we also hold many educational accolades, such as the Early Years Quality Mark, Rainbow Flag Award, International Schools Awards and the School Games Gold Award.

We are exceptionally proud of our school and hope that our website will give you a real insight into what makes Parish a truly special place to work and learn.

[http://www. parish.st-helens.sch.uk/](http://www.parish.st-helens.sch.uk/)



Job Description

Title: Office Manager
Salary: NJC SCP 9-14 £27,254-£29,540 (actual salary £23,545 - £25,520)
Hours: 36 hours per week, term time only + 5 days
Accountable to: Senior Leadership Team, School Business Manager & Governors
Location: Parish CE Primary School, Charles Street, St Helens WA10 1LW

This position represents an excellent opportunity for a dedicated person to work as part of our team to manage our busy school office. The school also has a Nursery and before and after school child-care facility.

Main Purpose

- To create a warm front office culture at the school which welcomes all and to provide routine administrative and financial support to the Headteacher, School Business Manager, Senior Leaders and Teachers within the school.
- To be a key member of the school's attendance team.

Personal Attributes: Dedicated, reliable, understanding and caring. Be able to operate calmly under pressure and meet deadlines. Be able to organise own work efficiently and use own initiative.

Job Purpose

To aid the Executive Headteacher, Head of School and School Business Manager and staff in the smooth running of the school and to support pupil attendance.

Main Duties:

- To create a front office culture of warmth, welcome and belonging in line with school policy
- To manage the school diary and prepare relevant administration for key events/deadlines
- To conduct ongoing monitoring of attendance for all children to promote good attendance across the school.
- Administer a daily attendance and punctuality check each morning and follow up the daily absences by telephone and other means.
- All absences to be recorded accurately on Iris.
- To be responsible for end of academic year promotion on Iris.
- Checking the electronic registers each morning and afternoon.
- Process and record children who arrive late, leave during the day and collected late at the end of the day.
- Process requests for special leave in liaison with the Head of School.

- Ensure full records are kept and filed appropriately.
- Support with attendance sanctions, including fines and court action.
- Inform SLT when pupils are reaching trigger points and ensure parents are kept informed of attendance status.
- Organise interviews with the parents and SLT before the trigger points are reached.
- Ensure the Children Missing in Education procedure is followed by school.
- Ensure SLT are kept informed of persistent absences and lates.
- Be responsible for maintaining accurate records and to complete reports regarding attendance as required by school, LA and DfE.
- To provide parents / carers with termly traffic light attendance letters.
- Email class teachers the daily and weekly attendance figures to display outside their classrooms.
- Contribute towards developing whole school strategies to improve attendance.
- Prepare attendance certificates to reward good attendance.

Admissions and Mid-Year Transfers:

- Be responsible for the admissions process for the whole school, in liaison with St Helens Council, including Reception intake, mid-year admissions, Year 6 transfers and leavers.
- Organise and prepare the Induction procedure alongside the Early Years Champion. Ensuring all admission packs are kept up to date.
- To maintain full and accurate pupil records including individual pupil folders and ensure Iris is kept up to date in a timely fashion including pupil admission and removal.
- Ensure all admissions of pupils are added onto Iris.
- To meet and greet prospective parent/carers and to help with enquires regarding admissions to the school.
- Administer CTF's both incoming and outgoing using IRIS and Secure Access/S2S.
- Manage pupil transfer data (including assessment data).
- Produce and submit census in conjunction with the Head of School.
- Collate information in relation to appeals as and when required.

Administrative Tasks:

- Maintain and operate Parent Communication App and ensure contact details are up to date. This includes overseeing Parent Evening bookings through the app.
- Maintain records of pupils on free school meals.
- Provide administrative tasks and organisation support as directed by the Executive Headteacher and SLT.

- Contribute to reports for Governors as directed by the SLT/Executive Headteacher.
- Liaise with teachers and wider staff advising of any pupils with medical problems.
- Open and manage the main school incoming emails and distribute incoming emails / post accordingly.
- Manage the school's dinner ordering system on a daily basis.
- Liaise with parents about financial aspects such as dinner payments, club payments, trip payments etc.
- Responsible for the management of children's free school meals and fruit/milk distribution.
- Welcome visitors and ensuring they are signed into the building using the school's signing in system.
- Ensure pupils are signed in and out as required using the signing in system.
- Assist with marketing and promoting of the school including the school prospectus and keeping the website updated.
- Uploading the weekly newsletter onto the school's website and app.
- Lead and manage the organisation of class trips, school photographs and ticketing for school events.
- Act as first point of call with regard to pupil and staff first aid, assisting with pupil first aid, looking after sick pupils and liaising with parents/carers.
- Ensure Executive Headteacher's diary is kept up to date, prioritising meetings and ensuring the Executive Headteacher is briefed.
- Update the academic calendar, timetable and all other documents related to the school schedule and ensure communication is given to relevant staff.
- Administer medicines to pupils as required.

Finance:

- Basic inputting of Purchase orders, invoices and reconciliation of payments if required.

Premises:

- Be responsible for implementation of appropriate Health and Safety measures in the office.
- Be responsible for hospitality for visitors, governors or parents when the need arise.

Promotion of Values:

- Ensure that a high level of confidentiality is maintained in all aspects of work.
- Maintain excellent public relations and contribute to the overall Christian ethos, aims and work of the school.

General:

- To understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- To maintain stationery and consumables for the whole school to include ordering equipment as required
- To work in partnership with office staff at our partner school as required
- Attend school meetings as required.
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety and Safeguarding in the workplace.
- Ensure that all duties and services provided are in accordance with the Schools Equal Opportunities Policy.

The Governing Body is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Person Specification – Office Manager Parish CE Primary School	Essential (E) or Desirable (D)
Skills <ul style="list-style-type: none"> • Ability to deliver polite, courteous and efficient customer service • Good communication skills to deal with adults and children • Ability to use initiative to respond to and resolve problems • Organisational skills to provide administrative support to meetings and other events i.e. taking minutes • Ability to prioritise own tasks and those of others 	E E E E E
Qualifications & Experience <ul style="list-style-type: none"> • Experience of using various IT packages i.e. Word/Excel/Canva • Experience of undertaking a range of administration tasks • Experience of general financial procedures • Experience of using internet, sending/receiving email • Previous experience of working with children of a relevant age • 2 X GCSE's in English & Maths or equivalent level of qualification • NVQ level 3 in Business Administration or relevant equivalent qualification 	E E D E D E D
Knowledge & Understanding <ul style="list-style-type: none"> • Knowledge of office procedures • Understanding of a range or general financial processes • Knowledge of school related office procedures • Knowledge of working within a school setting • Knowledge and understanding of health, safety and security, confidentiality and data protection 	E D E D E
Professional Values & Practice <ul style="list-style-type: none"> • Able to enthuse and inspire • Willingness to be flexible • Willingness to contribute to the wider school • Energy and a good sense of humour • High personal and professional standards • Positive, enthusiastic, highly organised and patient • Ability to work flexibly within a small team and use own initiative • Demonstrate a commitment to equal opportunities 	E E E E E E E E

How to Apply

Application Process

The application process for this role is a 3-stage process:

- Application form
- Observation
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please contact Mrs Rachel Clare, Trust Business Manager, rachel.clare@ldst.org.uk To book a place for a school viewing please contact the school office on 01744 678430.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: Tuesday 14th October 2025

Interview Date: Friday 17th November 2025

Start Date of Post: By negotiation

Please contact the school office on 01744 678430 or email rachel.clare@ldst.org.uk if you have any questions.

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen