



Queen's Drive Infant School

Queen's Drive West

Peterborough

PE1 2UU

Tel: 01733 343914

Headteacher: Mrs. Sarah Skinner



Office Manager – Grade 8

37.5 hours per week – term time plus 10 days (200 days per year)

Monday to Friday 8.15-4.15 with a 30-minute unpaid lunch break

Start date: September 2026

Salary pro-rata £29,020 - £31,522

(£32,601 - £35,412 FTE Grade 8 points 19-24)

Closing date for applications: Tuesday 21st July 2026

Queen's Drive Infant School is seeking to appoint an enthusiastic, organised and professional Office Manager to join our team in September.

Situated in the heart of a diverse and vibrant community, Queen's Drive Infant School is a caring and inclusive school where every child is encouraged to flourish. This is an exciting opportunity for someone who enjoys working in a fast-paced environment and wants to make a genuine difference to the life of a school.

The successful candidate will be an organised, efficient and personable professional who can lead the day-to-day operation of our busy school office, ensuring that administrative and operational processes run smoothly while providing a welcoming front-of-house service to our school community.

We're looking for an outstanding Office Manager who:

Essential:

- Has excellent administrative and organisational skills.
- Is highly proficient in Microsoft Office and other IT systems.
- Has experience working in a busy office environment.
- Can manage multiple priorities and work effectively under pressure.
- Has excellent communication and customer service skills.
- Is confident dealing with staff, parents, pupils and external agencies.
- Has experience supporting recruitment and understands safer recruitment practices.
- Maintains accurate records and handles confidential information with discretion.
- Is proactive, adaptable and able to use their own initiative.
- Is committed to working collaboratively as part of a supportive school team.

Desirable:

- Previous experience in a school office environment.
- Experience of Arbor or other school Management Information Systems.
- Experience of supervising staff.
- Awareness of school HR or finance, premises or health and safety administration.
- Experience liaising with contractors and external agencies.

We can offer:

- A welcoming, supportive and experienced staff team.
- A comprehensive handover programme from the current post holder.
- High-quality CPD and opportunities for professional development.
- A well-resourced school and pleasant working environment.
- Enthusiastic children who are eager to learn.
- A diverse, friendly and supportive school community.

Visits to the school are warmly encouraged and provide an excellent opportunity to find out more about the role and our school.

For an application pack please visit our website [Recruitment | QUEEN'S DRIVE INFANT](#) or to arrange a visit please contact us at finance@queensdrive.peterborough.sch.uk. Please return completed application forms to the address above by 9am on 21st July 2026.

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

Queen's Drive Infant School - 'Growing, Learning and Playing Together'