

SPROTBROUGH ORCHARD INFANT SCHOOL

OFFICE MANAGER (GRADE 7)

21 to 28 hours a week, over 3 or 4 Days to be negotiated and agreed

Term-time Only plus 4 Days

Required from September 2026

1 x Permanent Contract

The Headteacher of Orchard Infant School is looking to appoint an enthusiastic, highly motivated and hard-working Office Manager who can contribute to the smooth and efficient running of the school by providing high-quality operational, financial and administrative support. The successful candidates will join our dedicated, supportive team. We are looking for:

- Previous experience of undertaking a variety of administration tasks including financial, HR and data management
- Previous experience of working in an administrative role within a school environment or similar setting
- Excellent interpersonal and communication skills
- Strong IT skills including EXCEL and MIS systems
- Ability to work as part of a close team
- A proactive approach to solving problems and ability to contribute to group thinking
- Ability to manage time and work calmly under pressure
- Commitment to continuous development

Information about the school is available on our school website which can be accessed via <https://www.orchardinfants.wordpress.com> Visits to the school are welcomed. Please phone the school office on 01302 853655 to arrange an appointment.

Application information is available on the DfE website or packs can be requested via the school office by emailing admin@orchardinfants.co.uk

Closing date: 3.30pm on Thursday, 9th July 2026

Interviews: Week commencing 13th July 2026

Please return completed application forms to Mrs Elaine Martin at:

Orchard Infant School,
Field House Road,
Sprotbrough,
Doncaster,
DN5 7RN

“Orchard Infant School is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including

checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate; the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted applicants will be required to complete a self-disclosure and online checks will be undertaken by the school as part of the screening process."