



St Matthew's
Church of England Primary School

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Job Advert - Office Manager

We are seeking an enthusiastic, dynamic, and professional Office Manager to play a key role in ensuring the smooth, efficient running of our school's administrative operations.

Start date:	ASAP
Closing date:	19th August 2026
Interview date:	W/C 24th August 2026
Contract:	36 hrs per week (08:30-16:30) / 41 wks per annum (term-time employment, plus two weeks)
Salary:	Surrey Pay 6 (actual salary £29,213 to £29,725)

At St Matthew's Church of England Primary, we are proud of our diverse and inclusive school where in all we do we aim **high, encourage** and **have faith**. St Matthew's is a two-form entry school with its own nursery class and special needs support centre.

At St Matthew's:

- We are committed to high quality education and excellent professional development opportunities for all our staff
- We have a resilient staff team from a wide range of backgrounds and experiences who work closely together to secure the best outcomes for our children

The successful applicant will:

- Develop a strong partnership with parents, other professionals and the wider community
- Contribute to the wider life of our church school
- Be a hardworking team member, committed to making a difference to children

If interested in joining our hard-working team, we can offer you:

- A well-resourced school set in extensive grounds
- Support and development from the SDBE MAT including a generous staff benefits scheme
- A school committed to wider education including a full extra-curricular programme
- Coaching and bespoke CPD opportunities

Thank you for your interest in this vacancy. We would be delighted to hear from you, arrange a visit to show you around our school, or simply have an informal discussion.

Applicants are expected to be sympathetic to the Christian ethos of the school.
St Matthew's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
All appointments are subject to a satisfactory enhanced DBS check and references.

An Academy within the

**Southwark Diocesan
Board of Education
Multi-Academy Trust**



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Registered Office 48 Union Street, London SE1 1TD.
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Job Description - Office Manager

Job Purpose	To lead and manage the school's administrative functions by supervising administrative staff and overseeing office operations, ensuring that all tasks are completed efficiently, accurately, and within required timeframes. Foster a positive and productive working environment in the school office by supporting staff development, promoting wellbeing, and driving continuous performance improvement. Initiate and embed changes to procedures, workload allocation, and practices to raise standards and strengthen delivery. Ensure that stakeholder interactions reflect the highest standards, with a strong focus on delivering a positive customer journey and exceptional service at every touchpoint.
To whom the post holder reports	The post holder reports to the Headteacher.
Duties and responsibilities <i>(some tasks may be delegated to office colleagues but ultimately overseen by the Office Manager)</i>	Office and Administration Management • Lead, coordinate, and manage the school office team to ensure the smooth daily operation of the office and the provision of high-quality administrative support across all areas of school life • Manage pupil records and school data systems ensuring accurate input and data reporting • Ensure staff and pupil records are accurately maintained and securely stored, in full compliance with policy • Ensure the office delivers a welcoming, efficient, and professional environment for all visitors, parents, and stakeholders • Support the leadership team with administrative tasks such as scheduling meetings, preparing documents, and managing diaries • In line with policy and statutory guidance, manage first aid, including but not limited to, maintaining accurate records of all first aid treatments, administration of medical plans, recording accidents, and incidents involving pupils, staff, and visitors • Coordinate school communications including newsletters, website updates, and letters home • Manage general correspondence, telephone calls, emails, and enquiries • Hold team meetings with administrative staff and meet with the Headteacher or Senior Team on a weekly basis • Ensure visitor protocols, safeguarding procedures, and Health & Safety e.g. fire evacuation processes are followed accurately • Coordinate and monitor safeguarding checks for volunteers, contractors and governors in line with Trust policies and procedures, including DBS checks, identity verification and any other required compliance documentation

Finance & HR Support

- Coordinate and support recruitment processes in conjunction with the Headteacher and Trust HR, including advertising vacancies, arranging interviews, obtaining references, completing or facilitating pre-employment checks, and maintaining accurate, compliant recruitment records and personnel files
- Maintain accurate records of staff attendance, absence, and leave requests, liaising with the Headteacher and Trust HR team to ensure compliance with policy and statutory requirements
- Undertake payroll administration by completing and submitting documentation relating to joiners, leavers, contractual variations and overtime claims in accordance with Trust and payroll procedures and deadlines
- In conjunction with the Headteacher and SLT, ensure the Single Central Record (SCR) is accurate, complete and maintained consistently in line with statutory inspection requirements and Trust
- Support the processing of purchase requisitions, school orders and invoices in line with trust financial procedures
- To provide accurate and timely information e.g. Payments and Direct Debits to the Trust Finance Team, Headteacher and SBM
- Provide accurate and timely basic financial information, including payments and direct debit details, to the Trust Finance Team, Headteacher and School Business Manager (SBM) as required
- Monitor and oversee outstanding debts, ensuring records are accurate and follow-up actions are agreed and implemented
- Support the Headteacher/SBM with procurement activities, including obtaining quotes and maintaining relevant documentation in accordance with school and Trust procedures

Events & School Operations

- Assist with planning and coordination of school events (e.g. parents' evenings, school trips, open days)
- Support operational logistics including cover arrangements, room bookings, and deliveries
- Ensure effective liaison with site staff and external contractors where necessary
- Support the Headteacher in coordinating and delivering school marketing activities, including promoting the school's vision, values, and achievements to current and prospective families

Attendance & Admissions

- Oversee the daily management of pupil attendance; ensuring registers are completed accurately and in a timely manner in line with school, trust and statutory procedures
- Monitor pupil absence and punctuality, identifying patterns and concerns, and working proactively with senior staff, SLT, the trust and external agencies to support improved attendance
- Ensure that admissions processes are managed efficiently and in accordance with School and Local Authority policies, including the coordination of in-year admissions, appeals, and transition arrangements
- Serve as, or oversee the key administrative contact for parents and

	carers regarding admissions, ensuring they are provided with a professional and welcoming point of contact throughout the process Oversee the organisation of new pupil inductions and leavers' transitions, ensuring that all required documentation is completed, filed, and transferred appropriately
Undertake any other reasonable duties or responsibilities as directed by the Headteacher or School Business Manager, commensurate with the role, to support the smooth and effective operation of the school, and administrative function.	

Person Specification - Office Manager

	Essential qualities	Desirable qualities
Qualifications and Training	- A minimum of GCSE passes (or equivalent or higher) in English and Maths is required - Dedication to professional development to support with the role - First aid at work (or willingness to complete)	- Experience working in the education sector - Educated to a minimum of NVQ Level 4 in a relevant discipline/subject - To demonstrate previous educational and/or administrative CPD
Experience, Knowledge and Skills	- Exceptional interpersonal skills, with the ability to communicate clearly, professionally, and diplomatically with individuals at all levels, both internally and externally - Demonstrate patience, flexibility, and a calm demeanour, with the ability to handle challenging situations sensitively and adapt effectively to unexpected changes - Have excellent organisational skills - Have a high level of literacy and numeracy - Be able to multi-task, work under pressure and meet deadlines - Experience of using information systems including computerised systems in an administrative environment - Ability to manage others, including delegation of tasks - Experience of developing and implementing a range of administrative and technical policies and procedures	- Experience in Arbor MIS and Access Educational Finance - Experience of analysing data, developing systems, problem solving and project management - Experience of Personnel and Human Resources (specifically in education) - Experience and understanding of basic financial processing and procedures (specifically in education)

	• Experience of providing high-level administrative support including experience of managing staff • Ability to collate statistical data and present in written reports • A good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantage and deprivation and the ability to develop appropriate responses to the needs arising. Knowledge and understanding of child protection and safeguarding • Proven ability to manage change effectively	
Personal attributes	• Be able to fully respect and engage in the Christian life of an Anglican school • Be self-motivated and hard working • Be patient, courteous and calm • Be professional, punctual and dependable • Act with honesty and integrity • Be personable, welcoming and approachable • Ability to lead by example • Be a good team member • Display energy, enthusiasm, adaptability and a sense of humour • Be confident and decisive where necessary • Have an affinity with children • Show good attention to detail; be thorough and accurate	
We reserve the right to close this vacancy early if we receive suitable applications. If you are interested in working with us, please apply without delay.		

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