



The Weaverham
Primary Academy

The Weaverham Primary Academy
Northwich Road, Weaverham, Northwich, Cheshire, CW8 3BD
Telephone: 01606 852148
Website: www.weaverhamacademy.org.uk
Email: admin@weaverhamacademy.org.uk
Part of the North West Academies Trust since 2018

Office Manager

About the role

Are you an organised, approachable and highly skilled professional who would love to play a central role in the life of a warm, successful school?

Weaverham Primary Academy is seeking to appoint a dedicated Office Manager to join our committed and friendly team.

This is a key role within our school and would suit someone with strong administrative experience who enjoys working in a busy school environment where no two days are ever the same.

At Weaverham Primary Academy, we aim to inspire every child to develop a love of learning. We nurture every child, enabling them to flourish and achieve their very best.

Our vision puts children first. When children enjoy all aspects of school and are enthusiastic, independent learners they gain the most from their education.

We believe this climate for success is delivered through the creation of equal partnership between children, parents and the school.

About You

The successful candidate will play an important part in the operational life of the school, supporting the Headteacher and leadership team in administration, health and safety and day-to-day office systems so that the school runs effectively, efficiently and in full compliance with Trust, statutory and school requirements.

We are looking for someone who:

- Has experience of administration, finance and school/business systems
- Is confident in managing office procedures and can multi-task and meet deadlines
- Can communicate warmly and professionally with children, families, staff, governors, trustees and external partners
- Is highly organised, discreet and able to work accurately under pressure
- Will take pride in helping our school run smoothly and efficiently every day
- Shares our commitment to safeguarding, teamwork and putting children first



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We can offer you:

- A highly successful and welcoming school with a strong family feel
- A place where pupils are happy, confident and eager to learn
- A supportive and hardworking staff team
- Strong support from governors and the trust
- Opportunities for professional development
- The chance to make a real difference in a school where relationships matter

Why Weaverham?

- A place where pupils are happy, confident and eager to learn
- A dedicated and supportive staff team
- A welcoming community with strong values
- A school proud of its traditions and open to new ideas

Key Responsibilities

Office management and administration

- Lead the efficient day-to-day running of the school office.
- Ensure office systems, processes and records are organised, compliant and effective.
- Oversee admissions administration, pupil records, census returns and data submissions as required.
- Support teaching staff with booking school visits, residentials
- Ensure that telephone, email and front-of-house communication is welcoming, professional and efficient.
- Maintain administrative systems to support the smooth running of the school.
- Manage filing, document retention and record keeping in line with GDPR and school policies.

Compliance, health and safety and operational support

- Support the school in maintaining compliance with statutory and trust requirements.
- Maintain administrative oversight of health and safety records, risk assessments, training logs and compliance schedules.



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- Work with site staff, contractors and external agencies as required.
- Support arrangements for maintenance, servicing and premises-related documentation.
- Ensure key policies and operational records are updated and stored appropriately.
- Contribute to business continuity and risk management arrangements where appropriate.

Safeguarding and confidentiality

- Work in line with safeguarding, child protection, data protection and confidentiality requirements at all times.
- Recognise that all staff have a responsibility to safeguard children.
- Ensure that administration relating to safeguarding is completed accurately and securely including the single central record.
- Maintain high levels of professionalism, discretion and confidentiality.

General Responsibilities

- To uphold and promote the vision and values of Weaverham Primary Academy.
- To contribute positively to the life of the school and its caring, community-focused ethos.
- To undertake training relevant to the role.
- To carry out other reasonable duties commensurate with the grade and responsibility of the post.

Future Development

There will be an opportunity to develop the role including

- Supporting Head of School with budget monitoring and forecasting
- Financial procedures including placing orders, purchase orders, processing invoices, bank reconciliation and debt recovery
- HR administration including onboarding staff, maintaining personnel records
- Processing monthly payroll



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Person Specification

Prerequisite

- Satisfactory enhanced DBS check and references.

Essential

- Experience of finance and administration in a school, academy, public sector or similar office environment
- Strong organisational skills and the ability to prioritise workload effectively
- Good numeracy, literacy and IT skills
- Experience using administrative systems accurately
- Ability to handle confidential information with discretion
- Strong interpersonal and communication skills
- Ability to work independently
- Understanding of the importance of safeguarding, GDPR and compliance
- Calm, professional and welcoming manner

Desirable

- Experience of working in a school office or school business role
- Experience in a finance related role
- Knowledge of MIS (ARBOR) and other school operating systems
- Understanding of health and safety administration in schools
- Relevant business, finance or administration qualification

We can offer you...

- The opportunity to lead and further enhance our school, with the autonomy to strengthen and sustain a clear ethos, a vibrant culture, and an ambitious, forward-thinking vision.
- Comprehensive support from a committed governing body and wider trust, ensuring you have everything you need to deliver an excellent, rewarding and impactful education to our pupils.



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- The opportunity to lead a passionate, forward-thinking team of teachers and support staff who are united in their commitment to excellence and continuous improvement.
- The benefit of joining a collaborative and supportive network of experienced headteachers who are generous with their time, knowledge and expertise and who value shared learning and professional dialogue.
- An engaged and supportive parent community and the opportunities that come from being part of a highly successful trust.

Why North West Academies Trust?

At North West Academies Trust we believe that an aspirational and inspirational education is the right of every child. Our success is driven by a commitment to relentlessly work to improve standards and outcomes for our pupils. As specialists in providing high-quality education, we are passionate about supporting schools within their communities and helping to ensure outstanding learning opportunities for every child.

As part of NWAT we believe that the best possible education can only be provided if children are happy, well-fed and well-cared for. We understand that children learn best through experiences and that skills should be learned through fun, excitement and challenges. Residential, swimming, inter-school sports and special days out take pride of place on all of the Trust school calendars.

We believe our schools should inspire excellence, offering world-class, safe environments where both students and staff can thrive in and out of the classrooms.

As part of a highly successful trust, you will benefit from exceptional support, coaching and professional development.



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ROLE SPECIFIC INFORMATION

Contract: Permanent

Hours per week: Min of 3 days per week, 39 weeks per year

Salary: Competitive

Responsible to: Headteacher

Start date: November 2026

Closing Date: Monday, 12th October, 9am

Interview Dates: TBC

Prospective candidates are invited to visit the school. Please register your interest in a visit by emailing admin@weaverhamacademy.org.uk

How to apply

If you have any questions regarding the role please contact the Head of School to admin@weaverhamacademy.org.uk

Applications forms should be returned to admin@weaverhamacademy.org.uk by **9am on Monday, 12th October 2026**.

Safeguarding Commitment

The North West Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to Enhanced Disclosure and Barring Service (DBS).

Diversity in the Workplace

The North West Academies Trust values diversity in the workforce and is committed to ensuring that throughout the recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.