

ALL SAINTS C.E. (V.C.) FIRST SCHOOL & BUSY BEES PRE-SCHOOL

Headteacher: Mr D. Elliott-Hancock

Caring, Succeeding, Flourishing, whilst carrying our values in our HEARTS

I can do all things through Christ because he gives me strength. Philippians 4:13

Post: Office Service Manager

Hours: 19.5 per week over 3 days, term time only

Required: 6th January 2026

Starting Salary: NJC Scale Point 9 (£27,254 pro-rata)

Closing Date: Friday 21st November 2025, midday

Interviews: Week beginning Monday 1st December 2025

The school

All Saints CE (VC) First School is situated in North Staffordshire in the village of Standon, within a few miles of Stone, Eccleshall and Newcastle. We are a small, rural village school with 54 pupils on role and a thriving governor run nursery. Our school plays a key role in the local community and has a warm, family atmosphere with a strong Christian ethos.

What we are looking for

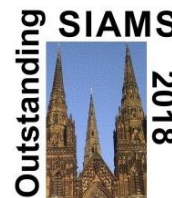
We are seeking a highly organised and motivated individual with proven experience in managing administrative systems and leading office teams. You should have excellent ICT skills, including proficiency in Microsoft Office applications, and a strong understanding of relevant policies and procedures. The ideal candidate will have experience in financial administration, budget management, and supervising staff. You must be able to communicate effectively with children, parents, staff, and external agencies, and demonstrate a flexible, customer-focused approach. Reliability, discretion, and a commitment to safeguarding are essential.

The role

The successful candidate will be responsible for the efficient running of the school office and administrative services, including:

- Managing reception duties and dealing with complex visitor enquiries
- Organising school trips, events, and internal 'shops' (e.g. uniform/snack sales)
- Providing administrative support to staff and the Governing Body
- Overseeing pupil data systems and maintaining accurate records
- Handling financial tasks such as payroll and invoicing
- With the support of a Financial Officer, plan, monitor and evaluate the school budget
- Supporting HR functions including recruitment, induction, and training
- Contributing to marketing, promotion, and facilities management

Experience with SIMS and other school systems would be advantageous but is not essential.



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We can offer you:

- A welcoming and inclusive school community
- Enthusiastic and well-behaved pupils who enjoy learning
- A dedicated and supportive staff team
- Engaged Governors who actively support school leadership
- Parents and carers who share the school's vision and values
- A strong commitment to your professional development and growth

For an informal discussion or if you have any questions please contact the school on 01782 791234 or email headteacher@allsaints-standon.staffs.sch.uk

Applications

To apply for this post please download the application form, making reference to the Person Specification. All applications should be submitted directly to the school to Mr David Elliott-Hancock (headteacher@allsaints-standon.staffs.sch.uk) or alternatively our postal address can be found on the school website. Applications should arrive no later than midday on Friday 21st November.

This school is committed to safeguarding and promoting the welfare of young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

David Elliott-Hancock
Headteacher