

Office Manager Job Advert

Are you a friendly, organised, and enthusiastic individual? Stone with Woodford Primary School is looking for someone like you to join our warm and welcoming team!

Position: Office Manager

Hours: 3 days a week (8:30 AM - 3:30 PM)

Contract: Fixed-term for one year, with the potential to become permanent

As our Office Manager, you'll play a vital role in ensuring our school runs smoothly. You'll be the welcoming face for visitors, the first point of contact for families, and a key support for our staff and pupils.

Key Responsibilities:

- Leading the Front Office and Reception
- Managing school administration tasks
- Overseeing pupil attendance and school communications
- Handling First Aid and promoting a safe environment

Why Join Us?

- Be a part of a supportive and friendly team
- Opportunity for professional development
- Make a meaningful impact on our school community

If you are organised, proactive, and love working in a school environment, we would love to hear from you!

How to Apply:

Please visit our website for the full job description and application details.

We look forward to welcoming a new member to our school family

Stone with Woodford Primary School

Promoting kindness, respect, and resilience