



Address

Sutton-on-the-Forest
Church of England
Voluntary Controlled
Primary School
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sch.uk

Website

www.suttonontheforestschool.org

13th August 2025

Job Opportunity: Office Manager

Location: Sutton on the Forest CE Primary School

Salary: Grade F SCP 9 (36.25 hours per week)

Closing date: 15th September 2025

Start date: 1st October 2025

Dear Potential Candidate,

Sutton on the Forest CE Primary School is a small primary school nestled in a rural village setting, with 104 pupils on roll. We pride ourselves on our family feel and a nurturing environment where every pupil is valued as a whole child. Our school is organised into four classes—Reception, Year 1/2, Year 3/4, and Year 5/6—each fostering personal development, academic progress, and a strong sense of community. We are committed to creating a warm, welcoming atmosphere where pupils thrive both academically and personally.

About the Role

We are excited to appoint a highly effective and energetic Office Manager to be the key person in our busy school office. This is a pivotal role where you will manage the day-to-day running of the school office, support the smooth operation of school life, and take responsibility for purchasing, paying invoices, and day-to-day financial requirements. You will work alongside our bursar, who handles budget setting and monitoring and visits the school twice a month.

Key Responsibilities

- Manage the daily operations of the school office efficiently and professionally

Small school, big heart, aiming higher together





- Handle purchasing and invoice payments, maintaining accurate financial records
- Be the friendly and positive first point of contact for parents, staff, and visitors
- Provide excellent communication and liaison between staff, parents, and external agencies
- Maintain school records and ensure compliance with policies and procedures
- Support the leadership team with administrative tasks as required
- Assist at breaktimes when required

Qualifications & Experience

- Proven experience in an administrative or office management role
- Strong IT skills with proficiency in relevant software and systems
- Excellent organisational skills with the ability to manage multiple priorities effectively

The Ideal Candidate Will Be

- An enthusiastic and approachable team player with excellent people skills
- A confident and positive 'face of the school', delivering outstanding customer service
- A highly effective communicator, able to build strong relationships with all members of the school community
- Bright, proactive, well-organised, and committed to the smooth running of the school office
- Someone who thrives in a busy environment and takes pride in their work

Why Join Sutton on the Forest CE Primary School?

We offer an exceptional working environment where you will be part of a highly motivated and close-knit team focused on improving outcomes for our children. Our pupils value learning and are supported by engaged and supportive parents. We believe in valuing our staff and their professional development, providing a stimulating, fun, and nurturing environment that encourages growth and laughter every day.

- Work with a dedicated team passionate about making a difference
- Enjoy a supportive and friendly school community
- Be part of a school where your contribution is valued and recognised
- Experience the rewards of working in a beautiful rural setting with a family atmosphere

If you are ready to take on a vital role in our school community and make a real difference, we would love to hear from you.

SUTTON-ON-THE-FOREST

CHURCH OF ENGLAND PRIMARY SCHOOL



Apply now to join Sutton on the Forest CE Primary School and be the heartbeat of our school office!

To apply, please complete an application form and return to Helen Hinde admin@sutton-on-the-forest.n-yorks.sch.uk

All applicants shortlisted will be required to take part in a formal interview.

Sutton-on-the-Forest CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

Yours sincerely,

Helen Pye

Headteacher

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