

Candidate brief for the position of **Office Manager**

Tubbenden Primary School

Application Deadline: 9am on Friday 10 July 2026

Interviews: Wednesday 15 July 2026

Tubbenden Primary School is part of Lumero Educational Trust



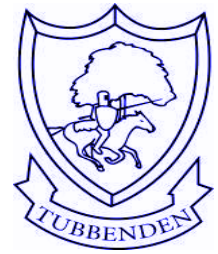
Dear Applicant,

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, Tubbenden Primary School, the role and the person we are looking for.

As a Trust, we comprise eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon our students, helping to shape their future.



This post is available from 1 September 2026 and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

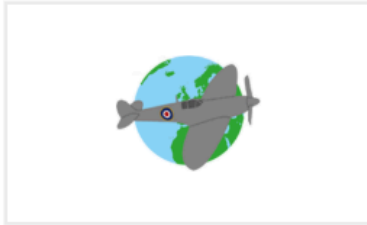
We very much look forward to hearing from you.

Yours sincerely



Terry Millar
Chief Executive

Our Schools



BIGGIN HILL
PRIMARY SCHOOL



BULLERS WOOD
SCHOOL FOR BOYS



BULLERS WOOD
SCHOOL FOR GIRLS



CHARLES DARWIN
SCHOOL



CHELSEFIELD
PRIMARY SCHOOL



CHISLEHURST
SCHOOL FOR GIRLS



DARRICK WOOD
JUNIOR SCHOOL



GREEN STREET GREEN
PRIMARY SCHOOL



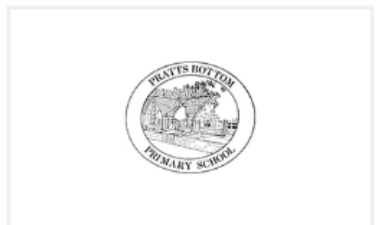
THE HIGHWAY
PRIMARY SCHOOL



ORCHARD WAY
PRIMARY SCHOOL



TUBENDEN
PRIMARY SCHOOL



PRATTS BOTTOM
PRIMARY SCHOOL

Tubbenden Primary School

Tubbenden is a thriving three-form entry school located in Orpington and proud to be part of the Lumero Educational Trust. While we enjoy the many opportunities that come with being a large primary school, we retain the close-knit community spirit of a smaller setting.

Our vision is to provide every child with the best possible start to their educational journey. We are committed to fostering a love of learning, nurturing curiosity and supporting children to become confident, resilient and respectful individuals.

At Tubbenden, we place equal value on academic achievement, personal development and well-being. We are proud of our inclusive ethos, where every child is recognised, valued and encouraged to achieve their very best.

We look forward to working in partnership with parents, carers and the wider community to ensure that all children at Tubbenden flourish.

The Role

Start Date:	1 st September 2026
Working Pattern:	Part Time - Permanent Position 32 hours per week 40 weeks per year The school office is open daily from 8.00am-4:30pm. The working pattern and daily working hours are negotiable and will be discussed at the interview.
Salary:	NJC Scale SO2 p.26-p.28 (FTE £40,180 - £42,060) Actual pro-rata salary: £31,959.11 - £33,454.46 per year (salary is paid in equal amounts over twelve months)
Place of Work:	Tubbenden Primary School Our schools

Tubbenden Primary School is seeking a professional, friendly, resourceful and enthusiastic team player to head-up their School Office. The candidate should both complement and lead the existing Office Team, reporting to the Headteacher.

The School Office is a thriving, busy environment requiring the team to develop and maintain supportive, sensitive and responsive relationships with staff, visitors and children. The Office Manager will need to work with the Senior Leadership Team to ensure the team

delivers consistency of approach and commits to constant process improvement whilst always prioritising child protection and safeguarding considerations.

You will play a central role at the heart of the school, within the school community and beyond.

The successful candidate will be highly organised, confident in working in a busy environment and supportive. They will be able to demonstrate a passion for promoting our trust's and school's values. We are looking for team players with a good sense of humour to join our school.

We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.

Application Process

How to apply

Applicants should complete the trust's application form and submit it to HRPrimaries@iniciotrust.org by 9am on Friday 10 July 2026.

Interview Process

Candidates will be shortlisted, and successful candidates will be interviewed on Wednesday 15 July 2026.

- Suitable applications will be shortlisted for interview as quickly as possible.
- If you are successful, you will receive an email inviting you to attend for an interview. We may also contact you by phone. It is therefore important that you give us a daytime telephone number and an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.
- If you require any assistance in attending an interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Candidates called to interview will

- have an opportunity to meet with staff.
- be expected to conduct a task to test areas required as per the person specification.
- attend a panel interview.

Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK.
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Job Description and Person Specification

Title: Office Manager

Grade: NJC SO2

Responsible to: Headteacher

MAIN PURPOSE OF THE JOB

Provide an administration service to facilitate the day to day running of the school office including the management of all school office staff and oversight of administrative systems.

MAIN DUTIES

Organisation

- Ensure effective operation of the school office so that all visitors, staff and pupils are greeted with a smile in a friendly and approachable manner, their enquiries are dealt with promptly and they are directed to the appropriate person/location.
- Manage, develop and ensure good practice and consistency across the office team to ensure the office environment reflects well on the school and trust to ensure good relationships are maintained with parents, the local community and staff.
- Responsible for the completion and submission of the pupil census.
- Manage the school calendar, coordinating key events, statutory reporting deadlines and associated administration to support the effective operation of the school.
- Work collaboratively with the Family Support Worker to monitor attendance, identify concerns and support families to improve attendance.
- Provide executive administrative support to the Senior Leadership Team, undertaking confidential and high-level administrative tasks as required.

Resources

- Administrate and operate relevant equipment and computing software, i.e. Google Workplace and Microsoft applications, Arbor, InVentry, National College and National Online Safety .
- Responsible for the set up and maintenance of the MIS pastoral structure.
- Responsible for maintaining the currency of the school website.
- Responsible for ensuring the completion and direction of Purchase Orders (and invoices).
- Assist the processing and submission of monthly staff absence.
- Support the Senior Leadership Team with HR administration, including the preparation and maintenance of confidential documentation, as required.
- Facilitate the undertaking of the annual staff data collection.
- Assist in monitoring and escalating statutory staff training.
- Assist in maintaining and circulating school policies in accordance with the agreed schedule.
- Monitor and maintain the school's main email account as required.
- Monitor and maintain stationery stock levels for the office and other areas of the school as required.
- Undertake research and obtain information when required.

Management

- Ensure all members of the office team are trained, managed and appraised to a sufficient standard to provide the school with a high level of administration support.
- Update and continually reflect on working practices, embrace new technologies and ways of working to maintain efficiency and currency. Share good practice with other Office Managers in the trust.
- Develop and champion trust wide relationships.
- Responsibility and contact point for school admissions, working with the Headteacher to drive numbers on roll up.
- Member of the Designated Safeguarding Team, attending weekly meetings and as required.
- Responsibility for ensuring the schools IT requirements are directed through the appropriate route.

- Work with the trust's Head of IT to oversee the local deployment of the IT Site Technician to ensure the service is serving local needs.
- Manage the response to low level staff absence; leading on identifying and actioning informal staff absence reviews.
- Lead on the marketing of the school; working with the Headteacher to develop marketing strategies and delivering those strategies to completion.

Health and Safety

- Responsible for care plans and other medical information and ensuring that all related parties have access to the appropriate knowledge and information concerning pupils in the school, whilst on site and attending school trips and residential trips.
- Responsible for ensuring accident forms are sent to the Estates Manager as required and that HT has oversight of relevant forms.
- Manage the school's medical information data and ensure all staff have sufficient knowledge to use the agreed system effectively.
- Participate actively in safeguarding team duties when called upon to do so and at the direction of the DSL.

Responsibilities

- Responsible for maintaining the currency of the single central register.
- Set a high standard of conduct, whilst acting as an excellent role model for others and contribute to the overall ethos/work/aims of the school and trust.
- Ensure that output and quality of work is of a high standard and consistently complies with current legislation, standards, school and trust policies.
- Be aware of and support diversity and ensure equal opportunities for all.
- Establish constructive relationships and good communication with the shared services team.
- Participate in training and other learning activities and performance development as required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the role.

Person Specification

All appointments are subject to a satisfactory enhanced DBS check and references.

Experience (Essential)

Experience of delivering a responsive and customer-focused service. Applicants must have excellent numerical, literacy and IT skills.

Experience (desirable)

Knowledge of a school MIS software would be desirable but is not essential. Applicants may have experience of working within a school office environment. Knowledge of Health and Safety requirements within the workplace and a willingness to undertake training as required.

Knowledge/Skills (Essential)

- Applicants must be flexible in their approach and willing to review and improve processes. Applicants must have an ability to be assertive when the need arises and to engage and demonstrate warmth, compassion and sensitivity when dealing with confidential and other matters.
- Excellent literacy, numerical and IT skills
- Sound knowledge of clerical and administrative work
- Experience of delivering a responsive and customer-focused service
- A background, or strong interest, in IT (desirable)
- Knowledge of relevant legislation and guidance in relation to working in an environment with children and the protection of children
- Have a 'can do' attitude, the ability to demonstrate both initiative and resilience
- The ability to plan and develop good working systems
- To be flexible and have the ability to work as a team member
- High expectations of self and others

Lumero Educational Trust

Registered Office:

St Nicolas Lane
Logs Hill
Chislehurst
Kent
BR7 5LJ

Tel: 020 8467 2280

Website: www.Lumerotrust.org