



STANHOPE

PRIMARY SCHOOL

Mansell Road, Greenford, London UB6 9EG, 020 8575 9989

admin@stanhope.ealing.sch.uk

www.stanhopeprimaryschool.co.uk

[@StanhopePrimarySchool](https://www.instagram.com/StanhopePrimarySchool) [@StanhopeSchool](https://www.facebook.com/StanhopeSchool)



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Primary School

HEADTEACHER: HANNAH WIDDISON – NPQEL, NPQH, NPQSL, MA, PGCE, BA

Job Description - Key Responsibilities

Area	Duties and Responsibilities
1. Strategic Office Management & Administration	<ul style="list-style-type: none">• Lead and manage the day-to-day operations of the school office, ensuring systems are efficient, compliant, and highly organised.• Oversee administrative processes, documentation, record-keeping, and workflows aligned with school priorities.• Develop, review, and improve office systems to ensure accuracy, consistency, confidentiality, and effectiveness.• Act as a senior point of contact for complex queries from staff, parents, carers, external agencies, and visitors.• Provide office cover and undertake core administrative tasks when required, modelling high professional standards and ensuring continuity of service.• Provide high-quality executive and PA support to the Headteacher and SLT, including diary management, correspondence, scheduling, and preparation for meetings.
2. Executive & PA Support to SLT	<ul style="list-style-type: none">• Organise SLT meetings, agendas, papers, minutes, and follow-up actions, ensuring deadlines are met.• Support strategic planning cycles, inspections, audits, and whole-school initiatives.• Manage sensitive and confidential information with discretion, professionalism, and sound judgement.
3. Marketing, Branding & School Communications	<ul style="list-style-type: none">• Lead on the school's marketing, branding, and public profile, ensuring a consistent, professional voice across all platforms and tracking impact.• Manage school communications including newsletters, website content, social media, promotional materials, and public announcements.• Work closely with SLT to communicate key messages clearly and effectively to parents, carers, staff, governors, and the wider community.• Support pupil recruitment, reputation management, and community engagement through targeted and inclusive communications.

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Area

Duties and Responsibilities

4. Bid, Grant & Income Generation

5. Lettings, Extended Provision & Facilities Income

6. Events Management

7. Stakeholder Liaison & Relationship Management

8. Compliance, Systems & Data

- Research, write, and submit high-quality bids and grant applications to external funders, trusts, and organisations.
- Work with SLT and governors to identify funding priorities aligned with the School Development Plan.
- Track funding deadlines, reporting requirements, and impact evidence.
- Contribute to sustainability planning through diversified income streams.
- Manage the school's lettings programme, maximising income while ensuring safeguarding, compliance, and effective use of premises.
- Oversee the operational management of Breakfast Club and After-School Club, ensuring high-quality provision, appropriate staffing, safeguarding compliance, and financial sustainability.
- Coordinate bookings, contracts, registers, staffing rotas, invoicing, and communication with parents and external providers.
- Work closely with site staff and leadership to ensure smooth delivery and consistently high standards.
- Plan, organise, and deliver high-profile school events including open days, celebrations, community events, training sessions, and stakeholder meetings.
- Coordinate logistics, communications, risk assessments, and post-event evaluation.
- Ensure all events reflect the school's values, professionalism, inclusivity, and attention to detail.
- Act as a key liaison point between the school and parents, carers, governors, the Local Authority, partners, and external agencies.
- Maintain positive relationships through clear communication, responsiveness, empathy, and professionalism.
- Represent the school confidently and positively in all external interactions.
- Support compliance with GDPR, safeguarding, and statutory administrative requirements, including those related to extended provision.
- Maintain accurate records, databases, and reporting systems.
- Contribute to inspections, audits, and accountability processes as required.

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Area

Duties and Responsibilities

9. Leadership, Teamwork & Development

- Model high professional standards and contribute to a culture of excellence, teamwork, and continuous improvement.
- Support, mentor, and challenge administrative and extended provision staff where appropriate, including providing hands-on support and cover when required.
- Demonstrate a team-first approach and contribute positively to the wider life of the school.
- Keep up to date with best practice in school operations, communications, income generation, and extended provision management.

Safeguarding & Professional Responsibilities

- Actively support and promote the safeguarding and welfare of children and young people at all times.
- Work in accordance with school policies and statutory guidance, including safeguarding, GDPR, health and safety, and equality.
- Undertake safeguarding training as required.
- The post holder will be subject to an Enhanced DBS check and safer recruitment procedures, including online searches where appropriate.

Additional Information

The post holder may be required to undertake other duties appropriate to the grade of the post, as reasonably requested, to support the effective operation of the school.

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