

PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA

Head of Upper School: Mr. Tom Phillips

Email: info@preston-manor.com | Tel: 020 8385 4040

Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ

Head of Lower School: Mr. Kevin Atkinson

Email: lowerschooladmin@preston-manor.com | Tel: 020 8385 4089

Executive Headteacher: Mr. Russell Denial | Website: www.preston-manor.com



SENIOR OFFICE ADMINISTRATOR (LOWER SCHOOL) INFORMATION PACK

Permanent Vacancy

36 hours per week, Term Time plus 5 inset days

Salary – Scale 6, spinal point 18 – 22 plus Outer London Weighting (£33,838 - £36,000 pro rata)

circa £29,851 – £31,758 (inclusive of Outer London Weighting)

Required to start as soon as possible

Closing date: noon on Wednesday 17th September 2025

Interviews: to be confirmed



We 'ARE' Preston Manor School
Ambition | Responsibility | Excellence



Welcome to Preston Manor School

A very warm welcome to Preston Manor School and thank you for your interest in the position at our school. I hope that you will find this information pack helpful. I am delighted to be the Executive Headteacher of such a vibrant and dynamic school. The school is based across two sites with our Lower School teaching children from Reception through to Year 6 and our Upper School developing the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities. We also have extensive outdoor space. As a result our children benefit from plenty of exercise and learning outdoors at all stages of their school life.

This post is an opportunity for you to work alongside highly aspirational staff in an all-through school. The school has undergone some positive changes, including our new centralised behaviour system and curriculum review.

Preston Manor has a creative climate of success with results exceeding national averages amongst a diverse and truly comprehensive school community. Our aim is to provide all our students with the best education regardless of their starting point. We provide a service to our school community and we hold true to the fundamental values of equal opportunity and inclusion for all.

Our School is underpinned by three core values: *Ambition, Responsibility and Excellence*. We are *ambitious* for our young people and we develop each individual to be ambitious for themselves. We encourage our students to take *responsibility* for themselves as well as each other in our strive to achieve *excellence* for everyone.

We are looking for a professional who is energetic, forward thinking and deeply caring who will be responsible for providing outstanding support in our school. We want you to enjoy this next step in your career so supporting your professional growth and development will be one of our fundamental priorities.

I do hope that you will consider applying to join our successful and happy school and look forward to receiving your application.

Yours sincerely

Mr R Denial
Executive Headteacher

The success of Preston Manor School is built on an 80-year old reputation which continues to flourish through its committed staff, dedicated Governors and supportive parents.

We are an all-through school with students ranging from 4 – 19 years. Staff are expected to make the most of this all through provision and to liaise with relevant colleagues in all parts of the school. The school is based over two sites and there may be times when colleagues are expected to work across both sites with students.

We value working in partnership together with our young people to achieve the best outcomes for every student that joins our prestigious school. The school is oversubscribed for places, reflecting the reputation the school has for its academic rigour and excellence in teaching and learning.

We are proud of our focus on student and staff wellbeing, which is evident from the moment you step into our community. We are driven in our aims and ambitions and aspire to continue to build on our success in a supportive and friendly environment.

At Preston Manor we celebrate diversity and equality of opportunity, which is reflected in our high staff-retention rates and the successes of our student population.

We are looking for a Senior Office Administrator to join our friendly team, who is capable of working under pressure, has the ability to manage team members and will rise to the challenge of running and working in a busy office.

The successful applicant will be responsible for leading and managing the admin team in a way that ensures the smooth operation of the school day. You will need to have a proven track record of managing people and should be able to use your initiative, have a relentless drive for excellence and be able to work flexibly and under pressure. Attention to detail and being process driven are essential to being successful in this role.

You will join an energetic school which strives to ensure that all students enjoy learning and achieve their full potential.

In return we will offer:

- motivated, enthusiastic and ambitious students
- friendly and supportive staff
- well-resourced facilities with newly refurbished classrooms
- a professionally stimulating and collaborative working environment
- a commitment to professional development

The school is situated within walking distance of the world famous, Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet.

The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school. The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

The successful candidate will be expected to carry out their role on the school site.

Safeguarding

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether it is 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email **hradmin@preston-manor.com** or download the pack from our website at **www.preston-manor.com**

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

JOB DESCRIPTION

JOB PURPOSE

Under the overall direction of the Head of Lower School, the Senior Office Administrator is responsible for overseeing the daily administrative, admissions and organizational processes within the Lower School, maintaining confidentiality at all times and to effectively line manage the school administrative staff.

MAIN DUTIES AND RESPONSIBILITIES

- Provide a comprehensive and confidential administrative service to the school
- Ensure the provision of a friendly and welcoming point of contact for staff, parents and visitors
- Ensuring appropriate health and safety and safeguarding processes, in line with school policies and procedures are in place to check and record entry of all visitors in and out of the building
- Supervise and engage in the day-to-day work of the administrative function of the school office, including, ensuring deadlines are met in order to maintain the efficient running of the school
- Carry out all administrative duties in a timely manner ensuring deadlines are met in order to maintain the efficient running of the school
- Line manage and organise the administrative team to ensure the smooth and effective running of the school office and all administrative and communication systems
- Deal quickly and calmly with any emergencies, giving accurate information to the emergency services when required
- Be responsible for managing and maintaining current and accurate pupil records, ensuring the information entered is accurate and up-to-day on all school databases, following any necessary procedures relating to change or transfer of information
- Ensure that all school records and communication are managed in accordance with the record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support with the relevant DfE and LA pupil statistical and statutory returns
- Support the administration of educational visits on and off site
- Assist with the coordination and administrative functions of events such as parent evenings, presentations and other functions
- Assist in the organisation of school trips/event in cooperation with other staff to include responsibility for ensuring all staff and external providers (e.g. coach companies) have completed all related risk assessments
- Oversee, organise and ensure the delivery of the management of admissions procedures in line with the school policy and processes
- Support the school's attendance lead ensuring the delivery of the administration of pupil attendance routines
- Establish constructive relationships and represent the school management with a range of stakeholders, the public, external agencies and organisations
- Be responsible for raising purchase orders via the appropriate systems and sourcing appropriate quotes
- Be responsible for the administration of the school's parent pay system

- Ensure an appropriate level of stock control for office supplies
- On arrival check new staff, governor, relevant visitor and other DBS checks
- Safeguard and promote the welfare of pupils and take steps to prevent any child from suffering ill treatment or neglect. Be familiar with and adhere to the Child Protection procedures adopted within the school and report to the Designated Safeguarding Lead or Deputy Safeguarding Lead any concern that a child has been mistreated, either physically, emotionally, sexually or by neglect
- Undertake other appropriate duties at the request of the Head of Lower School in line with the scope and spirit of the job purpose, the title of the post and it's grading

Other Duties and Accountabilities

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Executive Headteacher and/or Designated Safeguarding Lead.

Responsibility for resources

To be responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

Additional responsibilities

- Attend School based and other INSET to develop professional skills and keep abreast of current development in education

Experience and Knowledge

- Knowledge of Health and Safety legislation, General Data Protection Regulations, and Safeguarding processes
- Demonstrate an understanding of the business aspects of schools
- Experience of working in a fast-paced environment

Abilities, Skills and Attributes

- Ability to build and form working relationships with students, parents and colleagues, to work across operational boundaries
- Work as a member of a team
- Demonstrate absolute discretion, tact and diplomacy
- Show initiative, drive and commitment to ongoing improvement
- Be articulate and presentable
- Be a creative problem-solver with the ability to think ahead
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges
- Be able to work under pressure and meet deadlines whilst producing work that is accurate

*This is a description of the main duties and responsibilities of the post at the date of production. **The duties may change over time as requirements and circumstances change.** The person in the post may also have to carry out other duties as may be required from time to time.*

Safeguarding / Child Protection

Preston Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employees and the Disclosure and Barring Service (DBS).

Preston Manor School will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check will help to ensure safe and robust checks on the suitability of individuals to work within our school.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads and any other duties appropriate to the role as directed by the Executive Headteacher or a delegated representative of the Senior Leadership Team.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Executive Headteacher's discretion.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Evidence of a good basic education with 3 GCSEs at Grade C or equivalent, one in English Language

Desirable

- Business administration qualifications

EXPERIENCE

Essential

- At least 2 years previous administrative experience
- Line management of a team
- Developing, managing and operating administrative/organisational systems

SKILLS AND KNOWLEDGE

Essential

- Understanding of GDPR confidentiality
- High level of IT competence
- Excellent knowledge of all school office-based systems and procedures
- Understanding of safeguarding and child protection procedures
- Ability to lead, organise and motivate a team

- Ability to be resilient and positive whilst dealing with a diverse workload in a busy environment
- High standard of verbal and written communication and numeracy skills
- Ability to positively respond to and implement change
- Ability to work under pressure and prioritise effectively delivering to strict deadlines
- Confidence in holding 'difficult' conversations and addressing any challenging behaviour from third parties
- Ability to build positive and constructive professional relationships with a range of stakeholders

Desirable

- School based MIS

EQUAL OPPORTUNITIES**Essential**

- Commitment to School policies
- Committed to the promotion of equal opportunities