

# Farnham Green Primary

## School Office Manager



### Striving for Excellence —Shaping the Future

Farnham Green Primary School are looking for a School Office Manager to join their successful team.

The School Office Manager is responsible for overseeing the effective and efficient running of the school office. As the 'face' of the school the person will be welcoming, personable, helpful and able to represent the school in a professional and friendly manner. In addition, it is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach.

We are looking for an experienced and flexible person with good organisational skills who can work under pressure and use their own initiative to work in a busy school office. Very good verbal and written communication skills, as well as good computer skills, are essential.

**Salary Scale:** LBR 6 Point 18-19 £35,520 - £36,048 FTE

**Working Hours:** 32.5 Hours 8.30am-4pm Term time + Inset + 5 days

**Reports to:** Head of School

The role will also include

- Supervising and supporting the day-to-day operations function of the school (IT, site and admin).
- Managing manual and computerised record/information systems.
- Managing the completion of statutory returns as appropriate including school and staff workforce census.
- Work closely with the site team, admin staff, Trust Operations Manager and the Head of Finance.

Farnham Green Primary School is an ambitious school with exciting plans for the future. Our happy, well behaved pupils and friendly and supportive staff make this an exciting opportunity for an enthusiastic Office Manager to join our school on a permanent basis. Come and join our fast moving school where our committed team believes that every second counts, and every child and staff member matters.

Strive4 Academy Trust offers a unique chance to be part of a friendly, ambitious and supportive network of professionals. Being part of a growing Trust, teachers across the schools work in partnership to drive standards and share workload. As a member of staff within our school and within Strive4 Academy Trust, you will have the opportunity to make a real difference to the future lives of our children whilst developing your own professional skills and expertise.

Potential applicants are both welcome and encouraged to visit the school.

Please contact the school office by telephone on 0208 599 1206

Your completed application form should be submitted electronically to:

[recruitment@strive4academy.co.uk](mailto:recruitment@strive4academy.co.uk) or by post to: **Farnham Green Primary School**

Closing date: Tuesday 14th October 2025 9am

Shortlisting: Friday 17th October 2025

Interviews: Week Commencing 20th October 2025

Strive4 Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All applicants should read our safeguarding policy which can be accessed by clicking on this [link](#). This post will require a DBS check and references will be taken up prior to interview.

Protection of your Data/Information:

Once the recruitment process has been completed the application form and associated documents for successful candidates will be retained to form the basis of an employment record and stored safely and securely. Unsuccessful candidates details will be retained for six months and after that period will be securely disposed of.