St Augustine's
PRIORY

'Our Girls Will Change the World'

CATHOLIC INDEPENDENT SCHOOL FOR GIRLS AGED 3-18 AND BOYS AGED 3-11



School Office Manager
Applicant Information

"Wowed by first visit to St Augustine's Priory in Ealing. Hidden Gem. Why has no-one told us about this fabulous school before now?"

GOOD SCHOOLS GUIDE

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Introduction

We are excited to announce an opportunity for an Office Manager to join our vibrant and inspirational school community. As an independent girls' school in West London, we pride ourselves on our extensive grounds, diverse academic and extracurricular programs, and strong sense of community.

About the Role: The Office Manager will play a pivotal role in coordinating the administrative support at the heart of our school. This position offers a unique opportunity to work at the centre of a thriving school environment, ensuring smooth day-to-day operations and delivering an exceptional experience for students, staff, and visitors alike.

About You: We are seeking a resourceful, highly organised individual with a proactive approach and a strong ability to work collaboratively as part of a team. The ideal candidate will thrive in a dynamic environment, demonstrating excellent communication and problem-solving skills.

Why Join Us? You will have the opportunity to be a vital member of our supportive and inspiring community. This role is perfect for someone looking to make a meaningful impact in a school that values both personal and professional development.

An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential at our School.

Hours and Remuneration

Contract: Full Time (all year round) or Term Time plus four weeks in School holidays.
Hours: Monday – Friday 08:30am – 4:30pm
Salary: £35,000 Full Time equivalent, pro rata for Term Time plus arrangements.

Job Description: School Office Manager

Responsible to: The Bursar

Key Responsibilities:

- Oversee the efficient running of the School Office, providing leadership and support to the administrative team.
- Take responsibility for daily attendance recording, liaising with staff, parents and the DSL to ensure accurate and timely recording of pupil attendance.
- Manage and maintain the school Reception function, ensuring a professional and welcoming experience for all visitors.
- Provide administrative and organisational support to ensure the smooth running of the school's academic, pastoral and extracurricular programmes.

School Office

- Act as the central point for all administrative and reprographic support within the school.
- Liaise with the Senior Leadership Team, Academic and Business Services staff to coordinate and prioritise administrative tasks.
- Manage, triage, and schedule reprographic requests, ensuring high-quality and timely output.
- In collaboration with the Design and Reproduction Assistant, provide general reprographic support to the school, ensuring quality, accuracy and timeliness of reproduction.
- Maintain stock control and manage ordering of stationery and reprographic supplies.
- Produce and distribute appropriate signage, presentations, displays and relevant material as required in support of events and academic needs.

Attendance, Reception and Visitor Management

- Ensure the daily registration is complied with, and that pupil attendance is recorded and monitored and, where necessary, liaise with parents and the safeguarding team.
- In collaboration with teaching staff and parents, promote and support high levels of student attendance.
- Oversee the reception area to ensure a professional and welcoming first point of contact for all visitors.
- Ensure compliance with all sign-in, security, and safeguarding procedures.
- Manage mail processing and delivery, attendance sign-ins, and other front-desk functions.
- Respond efficiently and appropriately to queries from parents and staff.

Administration and Event Support

- Provide administrative support for and attend school events as required.
- Manage all office staff, including arrangements for cover over lunch and holiday periods and cover for illness.

- Keep the School calendar and diary current and updated under the direction of the Deputy Head (Pastoral) and in collaboration with the Operations Manager and the Head's PA.
- Provide information and produce reports as required for regulatory and compliance purposes.
- Update the school's management information system (Schoolbase) as required and undertake training to enable efficient use.

Emergency Procedures

- Lead administrative coordination during fire drills and emergencies.
- Ensure accurate roll calls and confirmation of pupil and staff presence at assembly points.

Team Leadership

- Line-manage the office staff: two Receptionists and the Design & Reprographic Assistant.
- Coordinate cover arrangements for staff absences, including during holidays, illness, and lunchtime breaks.

General

- 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.
- The post-holder must uphold the School's Policy in respect of all matters related to Safeguarding and Child Protection.
- The post-holder may be required to perform any other reasonable tasks, after consultation.
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This Job Description is not necessarily a comprehensive definition of the post. The job description will be reviewed and may be amended annually, within the terms of your Conditions of Employment.

Person Specification: School Office Manager

The table below identifies the essential and desirable qualities and qualifications we seek.

	Essential	Desirable
EDUCATION/QUALIFICATIONS		
Educated to A-Level or equivalent.	X	
Recognised vocational qualifications in administration, secretarial or management fields.		X
KNOWLEDGE AND EXPERIENCE		
Evidence of administrative, secretarial, and office management experience in a complex organisation.	X	
Previous experience of working in a school.		X
Demonstrated line management experience.	X	
SKILLS, BEHAVIOUR AND QUALITIES		
Excellent organisational, administrative, and time management skills.	X	
Accuracy and good attention to detail and the desire and ability to take ownership of his/her tasks, to work without direct supervision and to see tasks finished on time and to a high standard.	X	
Strong verbal and written communication skills, with a diplomatic and professional manner and excellent telephone manner.	X	
High level of IT proficiency, particularly in MS Office 365, and a willingness to develop further digital skills.	X	
A good understanding of safeguarding and the importance of accurate and timely attendance recording and reporting.	X	
A high degree of confidentiality and discretion.	X	
Adaptable, energetic, and proactive with a hands-on approach.	X	
Flexibility to work calmly and reliably in a busy School, both in a team and independently, with energy, initiative and cheerful enthusiasm for developing the role and to undertake training as required.	X	
An understanding of and empathy with the independent school sector, together with a commitment to the school community and its purpose and future prosperity.	X	

Employee Benefits



The Application Process

Candidates should complete the St Augustine's Priory Application Form, available from https://www.sapriory.com/about-us/staff-vacancies **Please send via email to** hr@sapriory.com**.**

Candidates invited to interview will be offered a tour of the school and grounds, complete an interview, task and will meet key members of staff.

"The 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 employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media account names/handles, as part of their application.

The safeguarding responsibilities of the post include:
Ensuring the protection of children from abuse, neglect, and exploitation, while also addressing broader issues that may endanger them, is crucial. This involves creating a safe environment in both the classroom and playground, encouraging good behaviour and discipline, and fostering positive relationships with students.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

