



Sherwood Park School

Job Description & Person Specification

Sherwood Park School is an all-age foundation special school, which consists of three campuses. Sherwood Park Campus in Wallington, which provides for pupils with profound and multiple learning disabilities and severe learning disabilities

Sherwood Hill Campus in Carshalton, which provides for pupils with autism and severe learning disabilities and / or significant social and emotional difficulties that affect their capacity to cope across daily activities.

We are excited to be opening a third campus in September 2025. The Manor Campus is designed to meet the needs of primarily autistic learners as well as some with moderate learning difficulties, many of whom have additional differences and complexities. All staff are expected to work across all campuses as required.

All of our children have an Education Health and Care Plan and often have a number of dedicated professionals working with them in order to support them to reach their potential - we are very proud of our trans-disciplinary approach and place great emphasis on supporting our pupils to feel safe, well and emotionally regulated in order that they can achieve their best.

Sherwood Park School is a warm and friendly school, with high aspirations for our fantastic pupils.

Job Title:	Centre Coordinator & Office Manager
Education/Qualifications:	GCSE Level
Accountability:	Reception Team
Grade:	NJC Pay Scale, Grade SO2, Points 26 to 28 (£38,934-£40,755)
Responsible to:	School Business Leader/ Heads of School
Supervisory responsibility:	Yes

Job Description

Overall Purpose of the Post

- The Centre Coordinator & Office Manager is responsible for overseeing and optimising the daily functions of the school's campus, ensuring efficiency and effectiveness in the day to day logistics, resource allocation, admin (including HR and Finance admin) and communication. They play a crucial role in managing resources, improving processes, and supporting and enabling the Head of School to achieve the school's operational goals. The Centre Coordinator & Office Manager will be the key person to liaise and support communication flow between the whole school central services and the individual campus's support team.

Main Duties & Responsibilities

Events and training:

- To manage and oversee the events calendar in liaison with the Senior Leadership team at the campus, ensuring events such as Parents Evenings, INSET days and End of Year celebrations run smoothly and are inclusive.

Communications (inc. Social Media):

- Ensure consistent communications out to families and other stakeholders to keep them informed of upcoming events and diary dates etc and to support the celebration of the pupils and school's success on all platforms.

Planning and implementing systems and processes:

- Ensuring efficient workflow, quality control, and resource allocation to maximise productivity and ease workload of the senior leadership team.

HR Administration:

- The Centre Coordinator & Office Manager will support the Heads of Schools by managing some HR processes such as the return to work and leave of absence admin and will liaise with the whole School HR Manager to ensure all colleagues are treated and supported well. They will also oversee the deployment of staff across the campus and manage sickness cover - this may be overseeing the work of a colleague who manages the cover.

Improving Campus Operations and efficiency:

- Identify areas for improvement and implement process changes.

Supervising and management of staff:

- The Centre Coordinator & Office Manager will line manage the administrative team at the campus. Ensure that all administrative duties are carried out in a timely and efficient way.

SLT admin:

- The Centre Coordinator & Office Manager will have responsibility for supporting the Head of School with administration and communication in order to support the smooth running of the campus.
- Be responsible for coordination of the admissions admin and processes in the campus.

Finance Administration:

- The Centre Coordinator & Office Manager will support the Head of School by managing some finance processes such as ordering and invoices and liaising and supporting communication with the whole school Senior Finance Manager.

Safeguarding Recruitment Statement

Sherwood Park School is committed to equal opportunities, safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are made subject to receipt of a completed application, satisfactory references and an Enhanced DBS check.

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Other Relevant Factors

The school has a no-smoking policy.

Person Specification

Criteria	Desirable/Essential
Successful experience of being in an Admin Manager role reporting directly to senior leaders.	E
Excellent written and verbal communication skills.	E
Strong time-management skills and an ability to organise and coordinate multiple concurrent projects.	E
Flexible team player, willing to adapt to changes and unafraid of challenges.	E
Ability to maintain confidentiality of information related to the company and its employees.	E
Experience in successful event planning and delivery in an educational setting.	E
Experience in taking a lead in marketing and communications strategies.	D
An understanding of neurodiversity in the workplace and how to work alongside colleagues who “think differently” to empower them to be the best they can be, or a willingness to learn.	E
Skills and Qualifications	
Experience in developing internal processes and systems.	E
Experience in overseeing critical tasks and projects for senior leaders.	E
Successful experience in creating presentations and reports.	E
Experience of leading on organisational communication inc. social media.	D
Experience of HR and Finance administration.	D
Ability to work as part of a team and independently.	E
Successful experience of managing and / or supervising people.	E
Experience of working in a school environment.	E
Experience of managing staffing cover.	D
An understanding of school MIS systems for example SIMS.	D
A proactive approach to problem solving.	E
Ability to manage budgets.	E
Experience of coordinating different teams of people to work effectively together, overcoming barriers in communication for example.	E
Willingness to work towards a level 3 qualification in HR	E