

# Office Manager

School:	Wheatfield Primary School	Posted:	19th May 2025
Location:	Winnersh Farm, Woodward Way, Wokingham, Berkshire RG41 5UU	Expires:	4th June 2025 11:59 PM
Contract Type :	Permanent	Start Date:	As Soon As Possible
Salary:	Associate 3.1 £21,951 (FTE £24,272)	Job ID:	1486074
Hours:	Full Time, Term Time	Job Reference:	WFPOApr25



Wheatfield Primary School

Wheatfield Primary School is seeking to recruit a full time Office Manager to join our hard working school team.

### Your opportunity

We are looking for an experienced administrator to join our school and lead our office team. If you are a confident, friendly and flexible individual who would like to make a difference to the outcomes of the children attending our school, this could be just the role for you.

The successful candidate will be a hard-working and motivated individual who will ensure there are efficient administrative systems in the office that deliver a high quality service to the school community and meet key deadlines. This is a busy and varied role for someone who is pleasant and welcoming and has the capacity to remain calm and cope with the unexpected.

They will be confident with the use of Microsoft, Google and be able to learn new systems. They should be professional when handling confidential material, be an excellent communicator and ideally, have experience of working in a busy office environment within a school setting. They will also be responsible for providing a professional and friendly point of call to all parents and visitors to the school, ensuring all queries are dealt with effectively and efficiently.

### What we are looking for

- Excellent IT skills, competent using a range Microsoft and Google packages
- School based packages such as Bromcom, Parent Mail, MS packages and other IT packages would be desirable.
- Highly effective written and verbal communication skills.
- Excellent organisational skills and the ability to remain calm when juggling priorities.
- Is friendly, enthusiastic and a good team player
- Is able to communicate effectively with a wide range of people.
- Is keen to contribute positively to the life of the school
- Educated to GCSE level C or above in Maths and English.

Please read the Job Description and Person Specification for more information and before applying.

### About our Cluster

Consisting of four schools, within a newly established cluster of Primary schools, overseen by a Regional Director. Along with Wheatfield Primary School, our cluster includes the following other schools; Windmill Primary School, Floreat Montague Park Primary School and Frogmore Junior School.

This is an exciting opportunity to work collaboratively with colleagues across this cluster, to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. It also provides opportunities for career progression across the cluster and gives you the chance to further your professional development.

### Join the GLF Schools Community

As a part of GLF Schools, you will join a community of staff dedicated to transforming education. With regular progression discussions, there will be a wealth of opportunities for you to grow your career, whether in one of our 43 academies or in our central team.

- A growing Multi Academy Trust with over 2,000 colleagues and over 17,000 pupils
- Founded upon the values of Respect, Inclusivity, Integrity and Kindness
- 43 primary and secondary schools across 7 Local Authority areas across the south of England
- We work as a community whilst ensuring each school maintains its own unique identity
- Committed to ensuring all children and young people receive the best possible education

### GLF Schools Employment Offer

GLF Schools has a generous employment offer, which allows all our colleagues to Grow, Learn and Flourish

- Access to our highly competitive Local Government Pension Scheme
- Flexible working options

- Generous holiday allowance
- Work life and family friendly policies
- Employee wellbeing initiatives
- Access to a staff benefits portal
- Community and collaboration working model

## The Details

**Start Date:** June 2025

**Pay Scale:** Associate 3.1 £21,951 (FTE £24,272)

**Contract type:** 8.15am - 4pm Monday to Thursday & 8.15am - 3.45pm Friday (36 hours), term time only + 2 weeks (41 weeks per year)

**Closing Date:** 4th June

**Interview date:** w/c 9th June

Preliminary calls and visits are welcomed, please contact the School Office to arrange a telephone call or visit.

## Safeguarding Statement:

GLF Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

As a Trust, we are happy to discuss flexible working opportunities. GLF Schools recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging. We strive for an inclusive environment where staff, children and students are comfortable to express their own identity, should they wish, in which diversity and inclusion is of mutual benefit for everyone in our schools. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve the right to interview shortlisted candidates ahead of the closing date.

Please be advised that references may be requested on receipt of your application. Please state if you wish this to be delayed until shortlisting/interviews have taken place.