

Office Manager

School:	Chandag Primary School	Posted:	12th June 2025
Location:	Chandag Road, Keynsham, Bristol BS31 1PQ	Expires:	22nd June 2025 11:59 PM
Contract Type :	Permanent	Start Date:	1st September 2025
Salary:	Grade 6 £30,559-£32,654	Job ID:	1492715
Hours:	Full Time	Job Reference:	FLP-R1091



Chandag Primary School

Are you a passionate professional ready to build your future?

Do you want to work in a supportive environment where your skills and contributions are valued?

Join us at Chandag Primary School!

At Futura Learning Partnership, we are committed to creating an environment where every employee - whether in teaching, support, or leadership - can flourish. We strive to attract, develop, and retain the very best talent by creating a culture that values professional development, wellbeing, and inclusion.

Your Role in Building Brighter Futures

Chandag Primary School is seeking an Office Manager to join our enthusiastic, supportive and dedicated school office team.

The role is varied and so flexibility is key. Tasks include manning the school reception desk, answering the telephones, opening the post, dealing with queries, managing emails, coordinating HR and finance administration, administering first-aid, recording and maintaining data for staff and pupils plus other general administrative tasks. There may be an opportunity to work occasional additional hours, as required by the School from time to time.

You will be experienced in MS Office, particularly Word and Excel and have the ability to handle sensitive and confidential data and exercise discretion at all times.

Chandag Primary School is a welcoming and friendly school in Keynsham, known for its strong sense of community and commitment to developing confident, happy learners. The school fosters a caring and respectful environment, encouraging children to be curious, resilient, and enthusiastic about learning. Please see the school website for further information [Home - Chandag Primary School](#)

What You'll Bring to Futura:

- We are looking for an outstanding office manager who will:
- Have a good standard of education (3 x GCSES English and Match C and above)
- Have previous experience of working in a busy office
- Have the ability to establish good relationships within the team, with other colleagues and with pupils
- Align with our trust-wide values by bringing a positive, collaborative approach to their work and a willingness to continuously develop professionally.

What We Offer to Support Your Growth

- Professional Growth: Continuous Professional Development (CPD), inset days, rotation and secondment opportunities, and leadership succession programmes.
- Wellbeing Support: Initiatives like 'Wellbeing Moments,' flexible working arrangements, and access to our Employee Assistance Programme (EAP) for mental health support.
- Comprehensive Benefits: Generous defined pension schemes, Health Cash-back Plan (covering dentist, physiotherapy appointments etc.), and multiple retail discount schemes.
- Sustainability Commitment: Reducing our carbon footprint through our Climate and Nature initiatives across all schools.
- Inclusive Culture: A collaborative environment where diversity is celebrated, helping staff bring their best selves to work and thrive in their roles.

Application Deadline: Sunday 22nd June 2025
Interviews will be held shortly after

Start date 1st September 2025

Visits to the school are encouraged.

PLEASE NOTE: Early applications are encouraged. We reserve the right to interview and appoint prior to the closing date of the advertisement.

Futura Learning Partnership is Committed to Safeguarding:

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post, prior to appointment Futura Learning Partnership will apply for a satisfactory enhanced Disclosure and Barring check, a Children's Barred list check, two satisfactory references, one of which must be from your existing/most recent employer and completed by a Headteacher/appropriate senior manager/HR Lead, satisfactory pre-employment health screening, online searches and for Teachers, a Prohibition Check in relation to the children's workforce. In some settings a Declaration will be required in order to meet our obligations under the 'Disqualification under the Childcare Act 2006.

Equal Opportunities:

At Futura Learning Partnership, we are committed to creating an inclusive environment where diversity is celebrated, and everyone is treated fairly. We encourage applications from individuals of all backgrounds and are dedicated to supporting our staff to achieve their full potential.

Safeguarding Statement:

Chandag Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.