

Job Description

Job Title: School Office and Business Operations Manager

Grade Sc6 (18-22) £31537 - £33699 FTE

Actual 37.5 hrs per week, 42 weeks per year = 0.91670 £28,910 - £30,892

Line Manager: Headteacher

Works closely with: SL Finance (external finance team)

Supervisory Responsibilities: Office team, Site team (Caretaker & cleaning staff), Kitchen team, Office team

Qualifications and/or Experience:

To hold or have a commitment to undertake SBM diploma qualification (NVQ4) **or** equivalent **and/or** relevant financial experience or qualification **or** extensive transferable administrative experience and expertise.

Key Responsibilities and Duties

Leadership and Team Management

- Monitor the quality of work within site, kitchen, and office teams and provide constructive feedback.
- Hold regular team meetings and conduct appraisals for site, kitchen, and office staff.
- Promote the school's vision and values through personal integrity and professionalism.
- Support a positive, collaborative working environment across operational teams.

Financial Administration and Management

- Manage day-to-day financial operations including ordering, processing, and payment of goods and services.
- Ensure accurate financial records are maintained in line with school finance policies.
- Prepare financial returns for the local authority and other agencies within statutory deadlines.
- Oversee income generation activities such as grants, lettings, fundraising, and liaise with PTA.
- Monitor salaries and expenditure in partnership with finance service (external).
- Support procurement processes, ensuring best value through supplier evaluation and negotiation (including the management of service level agreements)

Human Resources

- Manage payroll administration with external providers.
- Coordinate recruitment processes in line with safer recruitment policies.
- Maintain accurate staff absence records and liaise with senior leaders on this
- Serve as first point of contact for staff on pay and contract matters
- Liaise with external HR consultancy support when matters arise

Health and Safety, Facilities, and Property Management

- Implement and maintain health and safety policies, ensuring compliance with statutory requirements.
- Conduct risk assessments and oversee health and safety training for staff.
- Oversee the external facilities management and maintenance services including coordinating visiting contractors.
- Supervise caretaker and cleaning teams to ensure a safe and well-maintained environment.
- Ensure all relevant insurances are in place and up to date.

School Kitchen Management

- Oversee the smooth operation of the school kitchen, ensuring compliance with food safety and hygiene regulations.
- Collaborate with suppliers and catering staff on menu planning to meet nutritional standards.
- Maintain communication with school leadership, parents, and suppliers regarding kitchen matters.
- Promote sustainable practises including waste reduction and recycling.

Marketing and Admissions Support

- Assist with the implementation of the school's marketing activities, including website and social media updates.
- Support admissions processes, including new intake and in-year transfers.
- Work with Early Years leader to support new pupil transition arrangements.

Administration and School Office Management

- Oversee the day-to-day running of the school office and administrative staff (a team of 2)

- Ensure office systems and processes are clear and effectively followed.
- Oversee school communications with parents and stakeholders.
- Complete and submit statutory returns such as census data.
- Maintain an up-to date working knowledge of MIS (Arbor) and its capabilities (and the office team)
- Act as the school's Data Protection Officer, monitoring compliance and advising staff.
- Maintain records in accordance with data protection law and school policies.

Note: This list of duties is illustrative of the general nature and level of responsibility of the role. It is not exhaustive and may be amended in consultation with the postholder and headteacher.

A bit more about us and the role

At Cookley Sebright Primary School, we believe that the right person for this role is someone with strong transferable skills from an administrative or managerial background—qualifications are a bonus, but what really matters is your ability to lead, organise, and make a positive difference. We are a welcoming and committed team, proud of the work we do and the community we serve.

You will be leading a small but dedicated group of colleagues who are key to the smooth running of our school. Our office team currently consists of two people: a friendly front-of-house administrator (think school secretary) and a PA to the headteacher. The site team includes our caretaker and two cleaners, a hardworking and enthusiastic group who take great pride in maintaining our school environment. You will also oversee the kitchen team, who are passionate about providing nutritious meals for our pupils.

If you haven't managed areas like kitchen or health and safety before, don't worry—full training will be provided. We encourage and support professional development, whether that's undertaking an IOSH qualification, food safety certification, or other relevant training. At Cookley, education is not just for our pupils; it's for our whole school community.

On the financial side, your role will focus on the day-to-day management of payments, orders, and financial administration. Strategic budget setting remains the responsibility of the headteacher, supported by an external company that provides a strategic overview of the school's finances. Worcestershire are introducing a new finance system this July, which will be new to everyone, and full training will be provided to ensure a smooth transition. Additionally, as part of the KPSA network, we benefit from close collaboration with other schools who have experienced office and financial teams ready to offer guidance and support whenever needed.

We also place a strong emphasis on staff wellbeing, including an annual wellbeing day for all staff and dedicated employee support through Worcestershire County Council's Employee Support Assistance programme.

Your working pattern would be 8.30 until 4.30, term-time plus five INSET days. In addition to this, 10 further days would be worked at the start and end of the summer holiday, with a further 5 days across other school holiday periods (all arranged in discussion with the headteacher). A total of 42 weeks across the year.

This role requires close collaboration with the headteacher, so you'll be at the heart of our school's daily operations, helping create the supportive, efficient environment that allows our pupils and staff to thrive.

A school tour prior to application is strongly encouraged.