



## School Office Manager / Clerk to Governors

### Beckstone Primary School

Eadie Street, Harrington, WORKINGTON, Cumbria, CA14 5PX.

NOR 341 Aged 3-11 [www.beckstone.cumbria.sch.uk](http://www.beckstone.cumbria.sch.uk)

**Working Hours:** 35 hours per week, Monday to Friday: 8.30am – 4.00pm

Term-time only plus 5 inset days and 10 days during school holidays

**Pay scale:** Cumberland Council Business Support BS7 £28,598 - £29,540

**Closing date:** 19th September 2026 **Interview date:** 23rd September 2026

**Required:** ASAP

**Applications:** emailed to [vacancy@beckstone.cumbria.sch.uk](mailto:vacancy@beckstone.cumbria.sch.uk)

The Governors of Beckstone Primary wish to appoint an enthusiastic, dynamic, innovative and highly motivated School Office Manager.

Beckstone Primary School is a large thriving Primary School that is committed to ensuring that pupils realise their potential in terms of academic progress as well as ensuring they receive a broad, enriched and stimulating curriculum. The successful candidate will join a friendly and enthusiastic staff team that is strongly committed to professional development and supporting each other. The school also benefits from having hard-working and well-behaved happy pupils, strong parental support and a proactive and positive governing body.

We are looking to appoint someone who would relish the opportunity to become part of our successful team:

### Position Requirements:

**Education:** GCSEs at National pass level in at least Maths and English. NVQ in L3 in Business Administration / Customer Service or equivalent or knowledge in the relevant work area.

**Experience:** Experience in working in an office environment with financial responsibilities/management of staff.

### Competencies:

- A confident communicator who is able to effectively and independently organise, manage and provide information to parents, stakeholders, school Governors and visitors to the school. Must be able to demonstrate interpersonal and managerial skills
- Being able to effectively process, manage and reconcile financial transactions and submit paperwork as necessary for County finance and school governors within required deadlines
- Outstanding skills at being able to use excel, word and data systems
- Confident in collating paperwork, distributing agendas and taking minutes
- Confident in day to day motivation and supervision of staff

- Planning and leading projects in own area of work
- Exceptional time management and be able to prioritise workload
- To nurture love and support all pupils and their families
- Knowledge of Health and Safety relating to policies and procedures and how they apply to a school environment

### **Core Requirement of the Role:**

The school office manager is responsible for overseeing the daily management of administration within the front office. They are also responsible for all administrative and financial transactions regarding pupils' monies. Admissions and organisational processes within the school whilst maintaining confidentiality at all times. They will assist with all the planning and development of support services. They will also provide assistance to the school's leadership team, notably the school's Headteacher/Deputy Headteacher and Organisational Director as well as the Governors within their role as Clerk.

### **Key Relationships:**

This role will require establishing and maintaining robust professional relationships with the school's parent body and school staff. The role is directly accountable for the responsibilities documented below, although this is not an exhaustive list and the position may require additional accountabilities – through discussion. The colleague holding this position will report directly to the Organisational Director, but will also form a strong link with the rest of the school's leadership team.

### **Key Responsibilities:**

#### **Organisation**

- Supervise and engage in the day-to-day work of the administrative function of the school office
- Contribute towards the planning, development and organisation of the support service systems, procedures and policies
- Supervise, train, develop and appraise additional administrative staff as appropriate
- Assist in the organisation of school events in cooperation with other staff.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc

#### **Administration**

- Manage manual and online information management
- Check the school website for compliance statutory requirements
- Analyse and evaluate data/information and produce reports/information/data as required

- Undertake complex IT-based tasks
- To manage the school payment system including: lunches, trips and other additional financial aspects (relating to school money)
- Provide personal, administrative and organisational support to other staff
- Oversee and organise the management of admissions procedures in line with the Cumberland Council's admissions policy
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required

### **Resources / Human Resources**

- In conjunction with the Organisational Director and leadership team – to order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Oversee and operate relevant equipment and IT packages (schools information management /online payment system)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
- To work alongside the Organisational Director and manage the school expenditure with an agreed budget
- In conjunction with the school's leadership team to manage service contracts
- To ensure the Health & Safety Management Plan is adhered to with relevant contractors
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available
- To work alongside the Organisational Director in maintaining and updating the Single Central Register
- To manage DBS checks and ensure they are updated as per recommendations

### **Responsibilities**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person

- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Maintain an office team that delivers and meets the needs of the school
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building
- To maintain confidentiality at all times

### **Additional Responsibilities**

- Maintain the secondary role of support to the Organisational Director and complete all task that have been set within the given deadlines
- Support the school leadership team to manage and organise
- Support the co-ordination of school events and to liaise with the school's PTA to achieve this aim
- Maintain strong professional links with the school's parent body in order to facilitate an effective communication between school and home

Whilst this is not an exhaustive list and other accountabilities maybe required of this role (through discussion), care must be given to ensure that there is not overlap or interference with any other non-academic roles

### **Line Management Process:**

This role will be line managed by the Organisational Director, who will review the position on an annual basis and adapt the key responsibilities as required.

In conjunction with the performance management process and the professional development targets that are established, training, coaching, guidance and professional support may be offered. The colleague who takes on this role is expected to embrace the support offered and fully engage with the line management process.

Beckstone Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, volunteers and governors to share this commitment. Our recruitment process follows the keeping children safe in education guidance. Offers of employment may be subject to the following checks (where relevant):

- Disclosure and Barring Service (DBS)
- Online and social media
- Right to work
- Satisfactory references
- Suitability to work with children

You must inform the headteacher/organisational director about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.