

**Hareside Primary School
Office Manager (Band 6)
Permanent**

Full Time, Term Time plus 5 days
37 hours per week
Band 6 point 18 to point 23
£31,537 to £34,434 [FTE] per annum
£27,126 - £29,617 pro rata

Hareside Primary School is seeking to appoint an experienced and highly effective **School Office Manager** to join our dedicated and successful team. We are looking for an enthusiastic, motivated and organised individual who can lead our busy school office and provide high-quality administrative and operational support across the school.

The successful candidate will be responsible for managing the day-to-day operation of the school office, ensuring the efficient delivery of administrative services and leading and developing administrative support staff. This is a key role within the school, requiring someone who can work effectively with pupils, families, staff, governors and external agencies whilst maintaining the highest standards of professionalism, confidentiality and customer service.

Applicants **must hold a Level 4 qualification (or equivalent)** and have **significant experience of working at a senior level within a school office environment, including managing staff**. Excellent ICT, organisational and communication skills are essential, together with effective use of specialist school systems such as **SIMS**.

The successful candidate will demonstrate a sound understanding of relevant school policies, procedures and legislation and have the ability to build positive relationships with both children and adults. They will be committed to continuous professional development, able to reflect on and improve their own practice, and support the development of others.

We welcome applications from all candidates who can demonstrate that they meet the requirements of the person specification and job description. The school is committed to supporting the professional development and wellbeing of all staff.

Further information on our school and safeguarding policies can be found [here](#).

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from

the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activity, and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

The working pattern will be:

Monday to Thursday: 8.00am to 4.00pm and Friday 8.00am to 3.30pm

Completed applications should be returned directly to the school to Mrs Dianne Kelly, School Business Manager, or by email to dianne.kelly@hareside.school

Closing Date: 12 noon on Monday 20th September 2026

Interview Date: Monday 28th September 2026

If you do not receive an invitation to interview by Thursday 24th September, please assume your application has been unsuccessful.