

Office Manager



Tiger Primary School
Committed to Excellence



Build your Career, Shape your Future, Apply today

Tiger Primary School is a Good school with over 400 pupils educating the next generation of young people aged between 4 and 11.

Tiger Primary School is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



A great place to be



Contents

Headteacher Welcome	3
Advert	4
Job Description	5
Trust CEO Welcome	6
How to Apply	7
What We Offer	8

Welcome from the Headteacher

Lloyd Williams-Jones
BA (Hons) | PGCE



At Tiger Primary School, we believe in the power of education to transform lives. As the headteacher, it is my duty to ensure we provide the highest quality of education, tailored to meet the needs of every child. We want our pupils to develop a real thirst for learning and to gain the skills, confidence, and character they need to flourish as valued citizens of the future.

Our school is a place where enthusiasm, kindness, and curiosity thrive. The classrooms are filled with happy, motivated children who love learning - supported by a dedicated and caring staff team who share a passion for helping every child achieve their very best. We take great pride in offering a broad and balanced curriculum, rich in real-life experiences, and focused equally on academic excellence and personal development.

As Office Manager, you will play a vital role in ensuring that every family, visitor, and child experiences the warm welcome that Tiger is known for. You will be at the heart of our daily operations - supporting attendance, communication, and the smooth running of the school - helping us to create a calm, caring, and efficient environment where both children and adults can thrive.

We are a team that values collaboration, trust, and mutual support. Our shared values - Teamwork, Independence, Going Beyond the Expected, Empathy, and Resilience - guide everything we do. These values are lived, not laminated: they shape the way we work together, support our families, and make decisions in the best interests of our children.

At Tiger, we care deeply about every family in our community. We work in close partnership with parents and carers to promote excellent attendance and wellbeing, knowing that every day in school matters. Our strong relationships with families and the wider community ensure that each child feels a true sense of belonging.

If you are organised, warm, and professional - and if you take pride in being the friendly and reassuring face of a busy school - then we would be thrilled to hear from you.

I warmly invite you to discover more about Tiger Primary School and to visit us to experience the enthusiasm, care, and sense of community that make our school so special and if you are considering joining our fantastic community, we would be delighted to arrange a visit and tour of our wonderful school grounds.

Lloyd Williams-Jones

Post:	Office Manager
School:	Tiger Primary School
Department:	Administrative Support
Responsible to:	Headteacher
Salary:	Future Schools Trust Grade H

Provide a diverse range of clerical duties as required to ensure the effective running of the administration of the school. To lead on Attendance and Admissions processes. To oversee lunchtime and EDC and to provide line management to the EDC manager and Lead MMS.

Main duties and responsibilities

- To provide full administration support for the school and ensure Midday Meals and Extended Day Care staff are organised, directed, trained and developed to meet their requirements to support and facilitate delivery of services.
- To ensure the effective operation of the school reception/office, so that all visitors, staff and pupils are greeted in a friendly and appropriate manner, their enquiries are dealt with promptly and they are directed to the appropriate person/location.
- To lead on Attendance processes in conjunction with the Headteacher.
- To lead on Admissions processes in conjunction with the Headteacher.
- To organise supply teaching and support staff provision for planned and unplanned absences in conjunction with the Deputy Headteacher.
- Update general office procedures to reflect current practise and embrace new technologies.
- Assist with pupil welfare matters, including contacting parents and staff and outside agencies where necessary. This may include holding meetings with parents to discuss concerns they have at home.
- To develop and maintain constructive and positive working relationships with parents, carers and professionals.
- Be responsible for pupil applications, filing registration forms and maintaining the admission process.
- To manage the completion of the main school census.
- Assist with arrangements for school outings, staff courses, pupil medical examinations, school photographs etc.
- To assist the school staff in the organisation of events such as trips, sports days, parents' evenings, productions etc and to organise associated administration.
- To oversee stationary stock levels for the office and for some other areas of the school such as the photocopier.

- Maintaining student records in SIMs, including admissions, absence, data collection, uploading school photos and providing reports as required.
- Be responsible for monitoring expenditure against agreed budgets, ensuring associated administration and financial reporting meets approved standards.
- Place equipment orders as required.
- To be the point of contact for Trust staff.
- To be aware of and act according to policies and procedures relating to child protection, pupil behaviour management, health, safety and security, confidentiality and data protection and report all concerns to the appropriate member of staff.
- Any other duties within the capacity of the post holder as may be reasonably requested from the Headteacher from time to time.

Person Specification

Essential

- Substantial prior employment experience in a clerical/administrative environment.
- Strong numeracy and literacy skills (GCSE Maths/English A*-C or equivalent).
- Excellent Microsoft Office skills.
- Excellent communication skills with both children and adults.
- Ability to work without supervision.
- Ability to manage a diverse workload under pressure, demonstrated by prior experience.
- Knowledge of the Data Protection Act.
- Ability to line manage other staff.

Desirable

- Working knowledge of SIMs.
- Knowledge of statutory attendance guidelines and requirements.
- Knowledge of admissions processes.
- Employment experience in the education sector.
- Knowledge of child protection and safeguarding policies.
- First Aid qualified, and/or willingness to complete training to administer first aid to pupils.

Welcome from the Chief Executive Officer

Isabelle Linney-Drouet
BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at www.tigerprimary.com/vacancies.

Best wishes

A handwritten signature in black ink, appearing to read 'Isabelle Linney-Drouet', written over a light blue abstract background shape.

Isabelle Linney-Drouet
Chief Executive Officer

Application

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at www.futureschoolstrust.com/vacancies.

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email recruitment@futureschoolstrust.com to arrange a visit.

Health & Safety:

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding:

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust 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. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

Pension Scheme

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

Annual Leave

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

Cycle to work scheme

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

Retail, Health & Social Offers through Kent Rewards

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

Other offers

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





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