

Office Manager

Allington
Primary School



Allington Primary School is a place where everyone is welcome and all differences celebrated. Almost 500 children belong to our school, supported by a great team of caring and highly skilled adults.

We form part of Orchard Academy Trust family, a small trust based in Maidstone.



**Orchard Academy
Trust**



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Welcome from the Headteacher



Mrs Carolyn Howson

A very warm welcome to Allington Primary School. As Headteacher, I am incredibly proud to lead a school where creating a genuine sense of belonging sits at the heart of everything we do. At Allington, every child is known, valued and celebrated for who they are. We take time to build strong, trusting relationships, because we know that when children feel a true sense of belonging, they are able to thrive, grow and achieve their very best—academically, socially and emotionally.

Our school is a happy, busy and purposeful place, where high expectations are paired with care, ambition and a bucket full of kindness. I am immensely proud of our staff, our children and our shared successes, all of which are rooted in our strong values and beliefs. We are a school community of which children, staff, parents and governors are rightly proud to be a part.

I strongly believe in the importance of recognising the unique nature of every child, each with their own gifts and talents. We are passionate in our approach to developing the whole child and we want our children to be positive and empathic citizens of the future. It is important to us that they understand the importance of kindness, tolerance and respect—for themselves and each other. Our school is a place where everyone is welcome, and this is central to everything we do. Our curriculum offer is designed to provide challenge, to promote thinking and to ensure progression in subject knowledge and language. It has been developed with our community in mind, ensuring that it is broad and relevant.

At Allington, we aim to provide a secure and nurturing foundation for every stage of a child's education. We work hard to create an environment where children feel supported to grow, to take risks and to become the very best versions of themselves, both within the classroom and beyond. Our children leave Allington as inquisitive, well-rounded and respectful individuals who have been nurtured and encouraged to grow, to develop and most importantly, to believe in their limitless potential.

To achieve all of this we need a team of staff who embrace our ethos and our commitment to providing the best possible learning environment for our children.

Welcome

Post:	Office Manager
School:	Allington Primary School
Responsible to:	Headteacher
Hours:	8am -4pm, Weds-Fri (Term-time + INSET days + 1 week)
Salary:	Kent Range D (£27,904- £29,020 FTE)
Closing Date:	2 nd June 2026
Interviews:	4 th June 2026
Start Date:	1 st September 2026

We are seeking an organised, proactive Office Manager to join our friendly team at Allington Primary School. This key role supports the smooth running of our busy school office and provides vital support to staff, pupils and families.

What you'll do

- Oversee the day-to-day running of the school office
- Manage pupil records, attendance, communications and school systems
- Act as the main point of contact for parents, visitors and external agencies
- Lead on admissions processes and support school events
- Handle financial administration, including orders and invoices
- Support the Headteacher and leadership team with administrative tasks

What we're looking for

- Experience in a school office or similar administrative role
- Strong organisational skills and attention to detail
- Confident IT skills, including Microsoft Office (MIS experience desirable)
- Excellent communication and interpersonal skills
- Ability to prioritise, meet deadlines and adapt to changing needs
- A professional, flexible and team-focused approach

Why join us

- **Impact:** Play a key role in shaping the culture and success of our school.
- **Growth:** Opportunities for professional development and to lead on exciting projects.
- **Community:** Be part of a supportive, forward-thinking Trust that values every member of staff

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Key Duties and Responsibilities

General

- Prepare and maintain pupil data records.
- Communicate with parents/carers regarding school events and information.
- Monitor the school's email correspondence.
- Manage daily attendance and school meal registers.
- Be a point of contact for both telephone and face to face enquiries and take messages where appropriate.
- Ensure school security arrangements are always complied with, including the management of visitors on site.
- Undertake and report the School Census figures as required.
- Be the liaison between school external organisations e.g. Health teams and the school photographer.
- Accept and sign for deliveries as appropriate.
- Provide hospitality for visitors to the school.
- Administer medicine to pupils as required, in keeping with the school's policy
- Liaise with parents regarding pupils' sickness/injury.
- Sort and distribute mail accordingly.
- Participate in the appraisal review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

Admissions Duties:

- Support the implementation of the admissions policy in cooperation with the Headteacher.
- Determine applications for admission to Allington Primary School.
- Liaise with the Headteacher to identify whether or not parental choice regarding pupil admissions and transfers can be accommodated and advise parents/carers of the outcome.
- Supervise and ensure that the MIS database is updated with pupil data to support the Admission and Transfers process.
- Prepare information required for the Admissions Appeals process and support the Headteacher in the presentation of each case.
- Administer applications for in-year transfers into and between schools within the academic year.
- Manage KCC Admissions system via an IT portal.
- Liaise with the Headteacher to book and manage school open days.

Financial

- Be responsible for all day to day financial administration tasks.
- Place and process all school orders and invoices; check incoming stock deliveries and arrange for distribution and storage.
- Set up new suppliers in the schools accounting system.

Essential

Qualifications and Experience

- Experience of working in a school office environment
- You will have a minimum 5 GCSE's A-C including Mathematics and English (or equivalent)
- Able to demonstrate a sound knowledge of administrative processes and working practices in a school setting with proficient technical and computer skills

Skills and Knowledge

- Excellent communication skills and style, both verbally and in writing.
- Able to deal with parents respectfully/tactfully and confidentially.
- Excellent spelling, grammar and proof-reading skills with good attention to detail.
- Ability to communicate effectively across all levels and to a varied range of stakeholders
- Effective time management and prioritisation skills with the ability to work to deadlines and deal with changing priorities.
- Competent in Microsoft Office and Excel
- Methodical, organised and competent in maintaining manual filing systems.
- Experience in a similar role, in a school environment

Personal Qualities

- Strong team player with inclusive leadership style
- Ability to analyse complex problems and present coherent, achievable solutions
- Flexibility
- Ability to quickly establish professional credibility with team and wider stakeholders
- Commitment to excellence
- Willingness to attending training and development as required
- 'Can do' attitude

Desirable

- Experience of administrative procedures is desirable alongside a willingness to learn and adapt
- Experience of Arbor or similar school database system
- Educated to A level

Welcome from the Executive Headteacher

Mrs Ashley Crittenden
BEd (Hons), NPQH



Welcome to Orchard Academy Trust: *“Don’t go where the path may lead, go instead where there is no trail and leave a path.”*

I am proud to lead a community-focused organisation that places people - pupils, staff, families, and communities - at its heart. Our trust values each school’s unique identities and needs, empowering individual Headteachers with autonomy while fostering collaboration for shared excellence. We are dedicated to investing in our staff to ensure exceptional outcomes for our children, emphasising holistic development beyond academics.

Our Trust Vision:

- To **provide** high quality and inclusive education which **prepares** our young people for the next phase of their education and beyond
- To **nurture** growth and self-development
- To **celebrate** uniqueness and strength
- To **support** everyone in our Trust to flourish

Our Trust Values:

- **Resilience** We persevere and find creative solutions to challenges.
- **Integrity** We are honest and trustworthy and uphold high standards.
- **Collaboration** We work together and share our skills and knowledge for the benefit of our Trust and beyond.
- **Excellence** We aspire to be exceptional in all we do.

With excitement for the future, we invite you to apply for this role and join us on this journey.

Kind regards,
Ashley Crittenden

Welcome

Application

We welcome applications from all qualified candidates. If you are excited about this opportunity and believe you are a great fit for our team, please complete the relevant application form on Kent Teach, we are unable to accept CVs.

We strongly encourage you to visit our wonderful schools prior to application to meet the staff and pupils. Please email hr@orchardacademytrust.co.uk to arrange a visit.

Health and Safety

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

Safeguarding

Orchard Academy Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Orchard Academy 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.

What We Offer

At Orchard Academy Trust, we're committed to attracting exceptional teachers and support staff who share our passion for developing and nurturing students. We believe that excellent education starts with excellent people, which is why we offer a comprehensive package designed to support your career and wellbeing.

Competitive Pay and Benefits

We provide a competitive salary and benefits package that recognises and rewards your dedication and expertise.

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 & Term-time Leave

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service. Enjoy the flexibility of term-time working arrangements, helping you achieve a better work-life balance.

Professional Development

We're invested in your growth. Access to continuous professional development opportunities to help you reach your full potential.

Wellbeing

Your wellbeing matters to us. Every staff member is entitled to one wellbeing day per year, and you'll have 24/7 access to our confidential Employee Assistance Programme for support whenever you need it.

What we offer



www.allington.kent.sch.uk



www.orchardacademytrust.co.uk