



Office Manager role

Clapham and Patching
CofE Primary School
Recruitment Pack
June 2026





Welcome

Thank you for your interest in joining South Downs Education Trust. As a cross-phase multi-academy trust based in the heart of West Sussex, we are proud to offer a unique blend of pastoral care and high-quality, inclusive education. We believe every child and young person reaches their full potential - regardless of their starting point. Our core values guide everything we do:

- **Community** – By working as one, we share expertise and achieve more for our schools.
- **Resilience** – We prioritise the wellbeing of students and staff, fostering a culture of care, balance, and strength.
- **Integrity** – We act with honesty and stay true to our values in all that we do.
- **Respect** – We celebrate individuality and encourage everyone to bring their unique strengths and perspectives.
- **Excellence** – We are committed to delivering the very highest standards in education.

We are excited to welcome passionate and dedicated professionals who share our vision and values. Whether you are at the start of your career or looking for your next challenge, South Downs Education Trust offers a supportive, ambitious, and collaborative environment where you can truly thrive. We look forward to the possibility of welcoming you to our team.

Warm regards

Pan Panayiotou

Chief Executive Officer South Downs Education Trust





Welcome

Thank you for your interest in joining Clapham and Patching Church of England Primary School.

Guided by God and our school values of community, integrity, respect, resilience and excellence, we provide a nurturing and inclusive environment where every child is known, valued and encouraged to reach their full potential. Our small, dedicated staff team work together and ensure that wellbeing is a focus for our whole school community.

We have high expectations for both learning and behaviour and believe that all children can achieve excellence when they are supported and challenged appropriately. Our knowledge-rich curriculum, designed around our local context, ensures children develop a deep understanding of the world while making strong academic progress across all subjects. We love to take our learning outdoors, fostering curiosity, resilience, and a love of discovery that extends beyond the classroom.

We look forward to welcoming kind, talented and motivated professionals who share our commitment to making Clapham and Patching CofE Primary School the very best it can be.

Warmest regards

Justine Chubb

Headteacher





Job description

Job title	Office Manager: start date 1 Sept 2026 (unless available July 2026)
Salary	NJC GRADE 6 point 9 FTE £27,254 [Actual wage based on FTE £20,625]
Location	Clapham and Patching CofE Primary School
Contract	Part time 32.5 hours per week, 39 working weeks, 8.30-15.30 including 1 hour unpaid lunch break. Monday to Friday, Term Time only + inset days.

Role description

The Office Manager will lead and have overall accountability for the school's administrative function, ensuring efficient day-to-day operation of the office while maintaining high standards of safeguarding, compliant and support for the Headteacher and school staff. This role also carries the Deputy Designated Safeguarding Lead (DSL) responsibility. This is an exciting position for someone who thrives on responsibility, enjoys taking initiative and is passionate about supporting both children and staff within a friendly, local village school environment.

Qualifications and Experience

All criteria are essential unless stated otherwise

- Proven experience in an administrative or office management role, ideally within an education or public sector setting
- Experience of managing or overseeing administrative systems and processes, ensuring efficiency and compliance
- Experience of supporting HR processes (e.g. recruitment administration, contracts, attendance monitoring, safer recruitment compliance)
- Experience of handling sensitive and confidential information with discretion and professionalism
- Strong working knowledge of safeguarding requirements within a school setting, or the ability to quickly develop this knowledge
- Excellent organisational skills with the ability to prioritise, multitask and meet deadlines in a busy environment
- High level of accuracy and attention to detail
- Strong communication skills, both written and verbal, with the ability to build positive relationships with staff, pupils, parents and external partners
- Good IT skills, including the use of MIS systems (e.g. SIMS), Microsoft Office and email systems
- GCSEs (or equivalent) in English and Maths at Grade C/4 or above (or equivalent qualification/experience)
- Willingness to undertake training relevant to the role, including safeguarding and Deputy DSL responsibilities



- Knowledge and compliance with policies and procedures relevant to child protection and health and safety
- An ability to maintain high professional standards and the ability to follow quality assurance systems
- An ability to relate well to primary school aged children, parents and staff
- An ability to develop effective and supportive relationships with colleagues
- An ability to be clear, concise and fluent in both written and oral communication
- Proven ability to remain calm and self-controlled under pressure, reacting well to change
- Show commitment to continuous personal learning and development which supports the delivery of outstanding service
- Must have own transport to site
- Experience of supervising or leading a small administrative team (desirable)
- Knowledge of school finance processes (e.g. ordering, budget monitoring) (desirable)
- Understanding of safer recruitment practices (desirable)
- Experience of supporting compliance areas such as GDPR, health & safety, and statutory returns (desirable)
- Relevant administrative, business or HR qualification (e.g. NVQ Level 3/4 or equivalent) (desirable)
- Previous safeguarding training and/or experience in a safeguarding role (desirable)

About us

South Downs Education Trust (SDET) is a dynamic and growing Multi-Academy Trust (MAT) committed to delivering exceptional educational outcomes across our schools. Currently comprising two schools, we have ambitious plans to expand by incorporating at least two additional schools in the near future.

Key Responsibilities

Leadership & Operations

- Oversee the daily running of the school office, ensuring effective systems, processes and communication.
- Line manage administrative support staff and allocate workloads effectively.
- Maintain a welcoming, professional front-of-school service for visitors and parents
- Ensure office procedures support smooth operations and statutory requirements.

Safeguarding & Compliance

- Act as Deputy Designated Safeguarding Lead maintaining safeguarding systems and records (CPOMS), with support from the Designated Safeguarding Lead
- Ensure full compliance with statutory guidance (e.g. KCSIE), including maintaining the Single Central Record.
- Promote a culture of vigilance, confidentiality and child protection across the school.



Attendance & Pupil Welfare

- Lead on attendance monitoring, reporting and intervention processes.
- Manage absence procedures, including parent communication and statutory returns.
- Prepare attendance data for leadership and external agencies.

Communication & Parent Engagement

- Oversee all parent communications, including newsletters, messaging systems and digital platforms.
- Manage the school website and ensure content is accurate and up to date.
- Co-ordinate parent events, tours, consultations and engagement activities.

Finance & Administration

- Manage financial administration including purchase orders, invoices, payments and trip income.
- Oversee ParentPay and ensure accurate tracking of payments and balances.
- Monitor contracts, service agreements and office budgets.
- Carry out payroll reporting and staff expenses processes.

HR & Recruitment

- Lead recruitment administration, including advertising roles and organising interview processes.
- Ensure all pre-employment checks and onboarding processes are fully compliant.
- Maintain staff records, training logs and absence records.
- Support staff wellbeing and performance processes within the admin team.

Pupil Admissions & Data Management

- Manage all aspects of pupil admissions, leavers and transitions.
- Maintain accurate pupil records on SIMS and ensure data integrity.
- Complete statutory returns (e.g. census, assessments) accurately and on time.

School Trips & Enrichment

- Oversee administration of school trips, including consent, payments, risk assessments and logistics.
- Ensure compliance with approval systems and safeguarding requirements.

Health, Safety & Premises

- Act as the school's administrative lead for health and safety compliance.
- Maintain records, systems and reporting (including fire drills, accidents and H&S checks).
- Liaise with premises and compliance colleagues to ensure a safe environment.



What We Offer

- The post is based in our small village school in Clapham, in the heart of the South Downs.
- Work as part of a dedicated and professional team
- The chance to make a lasting impact on the lives of staff and students.
- Competitive salary package and benefits aligned with sector standards.

Benefits

- A friendly and supportive environment.
- The opportunity to work with well-motivated students and supportive parents and staff.
- A village location on the coast
- Free well-being and medical support cover.
- The opportunity to be part of the South Downs Education Trust MAT.

How to apply

If you feel you have the necessary skills for this position and would like further information, an application form can be downloaded from the links provided on the school website at **www.claphamandpatching.co.uk**

Completed application forms should be sent to Mrs Justine Chubb, Headteacher, C/O **office@claphamandpatching.co.uk** or sent to Clapham and Patching CofE Primary School, The Street, Clapham, West Sussex BN13 3UU.

Closing date for applications is Monday 29 June 2026 at 12 noon, with **interviews between 30 June-3 July 2026**. An early application is advised as we reserve the right to close the vacancy early if sufficient suitable applications are received.

NOTE FOR RECRUITMENT AGENCIES: We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application, you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences. We will also complete media searches as part of due diligence and safeguarding checks in line with KCSIE guidance.

- South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR
- We recognise continuous service from academy/non-academy schools