



Nailsworth C.E. (C) Primary School,

Nympsfield Road,

Nailsworth, Glos.

GL6 0ET.

01453 832382

Dear Applicant

The Advertised Post – School-Based Office Manager

Grade 6, 17.5 hours per week term time + INSETs + 2 weeks per year out of term time

Hours and days worked being negotiable

Permanent Contract: Commencing as soon as possible

Thank you for your interest in this post.

Background to the Post

We are seeking to appoint a highly organised, proactive and professional School-Based Office Manager to join our dedicated team. This is a key operational role within the school, responsible for the effective day-to-day management of office systems, administration and coordination, supporting the smooth running of the school.

Working closely with the Federation School Business Manager and Executive Leadership Team, the successful candidate will take responsibility for a range of operational functions, including finance administration, HR processes, data management and premises coordination. The role provides essential on-site leadership of administrative systems, ensuring compliance, accuracy and efficiency in all areas.

The postholder will oversee financial administration processes such as orders, invoices, payments and reconciliations, while preparing accurate information to support budget monitoring. They will also coordinate HR administration, including staff absence processes, recruitment administration, and compliance with safeguarding and safer recruitment requirements, including maintaining the Single Central Record.

In addition, the role includes maintaining school data systems, supporting census returns and reporting, managing office procedures, and acting as a key point of contact for operational matters. The successful candidate may also line manage administrative and support staff, ensuring effective deployment and high standards of work.

We are looking for someone with excellent organisational and administrative skills, strong attention to detail, and the ability to prioritise effectively in a busy environment. The ability to lead, support and motivate others, while maintaining confidentiality and professionalism at all times, is essential.

Executive Headteacher – Mrs Sarah Broadbent BEd NASENCo NPQEL

Email: npsadmin@heartwoodfederation.co.uk Website: www.nailsworthschool.org.uk

Experience of working in an administrative or office management role is essential, along with experience of financial administration and managing systems and processes. Experience within a school environment, knowledge of school systems, and HR or premises experience would be advantageous.

As our school is a Church of England (controlled) School, we place great emphasis on our Christian vision and the core values which underpin this. We would expect applicants to be supportive of these and committed to enabling all members of our community to flourish.

The School is currently graded 'Good' by Ofsted and was graded 'Judgement 1' in our latest Church School Inspection.

Guidance on completion of your application

- Please use Gloucestershire County Council's Application Form which can be found alongside this advert; this should be completed and returned by 12 noon on Wednesday 23rd September 2026.
- Please take care to follow the instructions on the form carefully.
- Please do not send a CV as we do not accept applications in this form.
- Completed application forms should be emailed to the Executive Headteacher, Mrs Sarah Broadbent, at exehead@heartwoodfederation.co.uk Please do not send a hard copy.

Safeguarding

Our school has a commitment to safeguarding and promoting the welfare of children. We regularly review our policies on Child Protection and on Security. The successful candidate will be required to undertake an enhanced DBS check. Applications for posts should include a declaration of any criminal conviction. Our Child Protection Policy and Safeguarding Policy and Policy on Recruitment of Ex-Offenders is attached to this advertisement. Please note that we carry out an online search of shortlisted candidates.

References

- Your application should include the names and addresses of two referees, one of whom should be your current or most recent employer but not somebody who is involved in the interview process.
- If you are not currently working with children but have done so in the past, you should please provide details so that we are able to obtain an additional reference from the employer by whom you were most recently employed in work with children.
- It will be necessary to contact referees by phone or email, so please ensure you give telephone numbers and email addresses.
- We intend to approach current and previous employers for references after short listing, and before interview.
- Referees will be asked about any disciplinary offences relating to children (including any in which the penalty is 'time expired'), whether there have been any child protection concerns and the outcome of any enquiry or disciplinary procedure.

Interviews

More details will be given when the invitation to interview is issued.

About our School

Nailsworth C of E Primary School is a one-form, voluntary controlled school set in the beautiful town of Nailsworth within the Stroud Valleys and the Cotswolds. We currently have approximately 190 pupils on roll and classes are organised in single form cohorts from Reception to Year 6.

We are extremely proud of our school and children. The hard-working team of inspirational staff and governors are committed to sustaining the schools Christian vision - **'Together we rise, we learn, we love abundantly'**. This integral vision and a set of core values - **Love, Respect, Community and Perseverance**- are at the heart of everything we do here. They act as drivers to inform all decision-making including policies, procedures and the design of our curriculum.

We rise – We encourage all members of the community to ‘persevere’ to achieve the very best outcomes possible – this includes staff and children.

Our curriculum design builds curiosity and engages children; encouraging perseverance to overcome challenge. We have a passion and dedication to develop and nurture the whole child, to make sure they are happy, well-cared for individuals, with the resilience and aspiration to build on the *firm foundations* they have developed with us, through their future education and life. We want our children to be successful young people who will embrace life and *thrive* in modern Britain.

We also encourage our staff to ‘rise’ and be the very best they can be – we encourage a work-life balance by providing a paid well-being day each year; encourage staff to attend important family events; look after their health; and take PPA from home as and when needed. We are a strong team – a family - and relationships are important to us. Professional development is also prioritised - Nailsworth C of E Primary School is part of the Heartwood Federation which is bringing about change and improvement for all schools at systemic level. Our partnership facilitates the sharing of good practice, curriculum development, professional dialogue and innovation between schools. It also supports staff professional development and career opportunities, as well as supporting and organisational and financial efficiency.

We learn – We deliver a broad and balanced curriculum that meets the National Curriculum and EYFS Framework as a minimum, and strives to ensure that all of our pupils at least meet the national standards. It is spiral in design, providing a wealth of knowledge, skills and cultural capital. We aim for children to 'know more and remember more', ensuring this builds on prior learning. Due to its ambitious content, implementation is scaffolded where needed, to meet the needs of all. We aim to provide the best possible education for every child in a safe, caring and inclusive environment where children are able to flourish. The curriculum equips children with the skills to become respectful, loving citizens and independent life-long learners. At Nailsworth, we are educating and preparing our children for the future, ensuring they are ready to continue on their journey beyond our school, through education and life.

The Executive Headteacher prioritises reading; staff foster a love of reading and all children being able to read to a good level, is prioritised. We aim to expand vocabulary and equip pupils to become responsible, truthful citizens and independent life-long learners.

We love – We place a great deal of emphasis on recognising and attuning to pupils emotions, validating them and helping them to self-regulate. Much of the work we do prioritises the need to increase children’s self-esteem and confidence. We therefore adopt a positive approach to behaviour

through a carefully structured system of rewards, using a restorative approach to managing misbehaviour.

We are very lucky to have a school set in large grounds with a full-sized football pitch, MUGA, a Forest School area, Community Garden, Wooded Area, Nature Area and large asphalt playground. Inside our school, we have an amazing range of facilities including; spacious classrooms for every year group, two Sports Halls, a gym, a woodwork room and a teaching kitchen.

About Heartwood Federation

Nailsworth is proud to be part of the Heartwood Federation, a collaborative partnership of schools committed to achieving excellence for all children.

Working within the Federation brings significant benefits, including:

- Genuine collaboration with experienced school leaders across multiple settings
- Opportunities to share and embed best practice, improving outcomes beyond your own school
- Shared systems and resources, reducing workload and increasing efficiency
- Access to high-quality professional development and leadership coaching
- The opportunity to develop as a system leader, contributing to wider school improvement
- A supportive Executive Team who work closely together to drive strategic improvement

This structure enables you to focus on what matters most—leading a school community and improving outcomes for children—while being fully supported in your role.

We look forward to finding out more about you when reading your application.

Yours sincerely

Mrs Sarah Broadbent