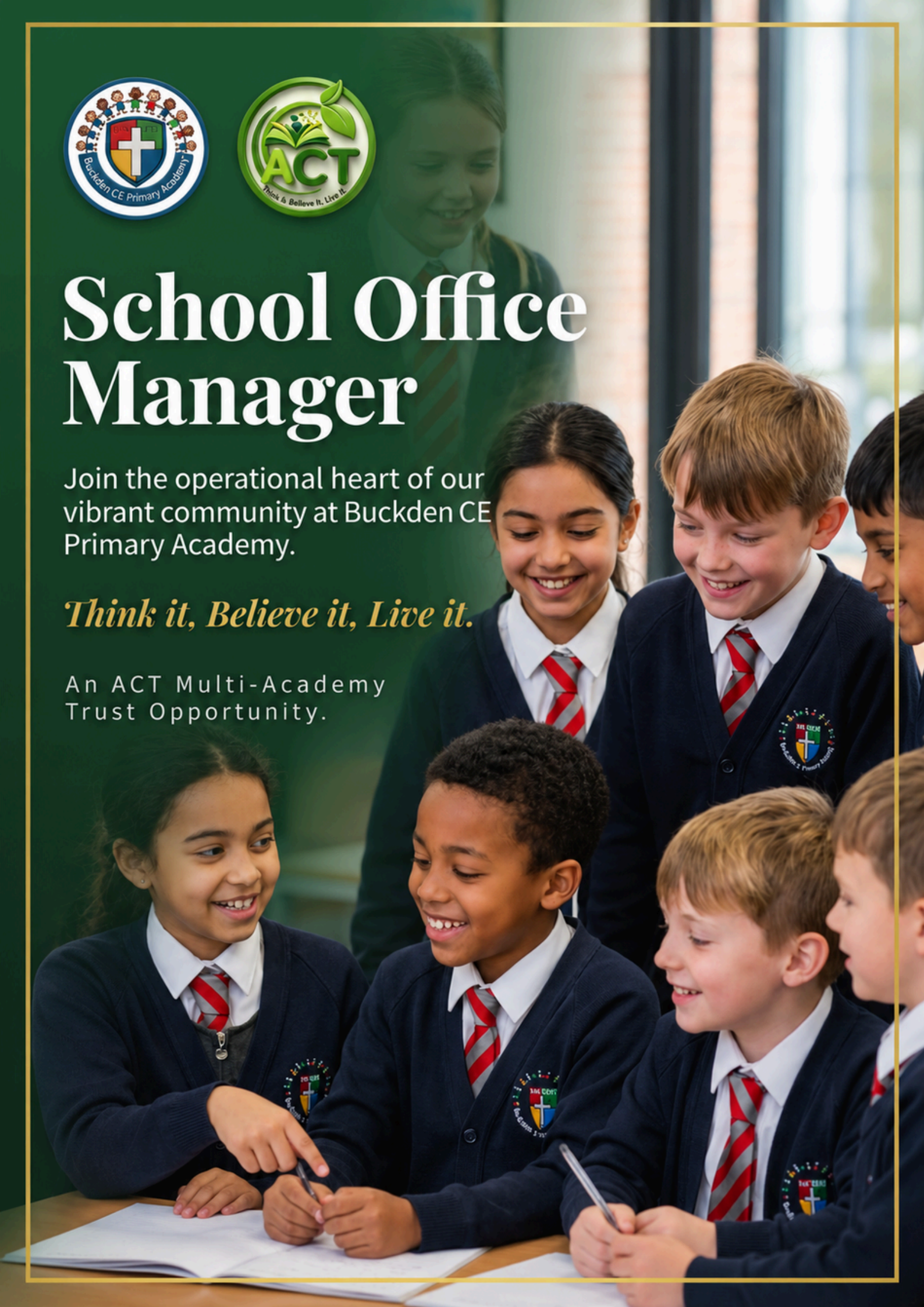
School Office Manager

Join the operational heart of our vibrant community at Buckden CE Primary Academy.

Think it, Believe it, Live it.

An ACT Multi-Academy Trust Opportunity.





More Than an Office. The Heartbeat of Our School.

Buckden CE Primary Academy is a warm, thriving environment where every child is encouraged to excel.

We are seeking an exceptional School Office Manager to lead our administrative hub. You will be the welcoming face of our academy, ensuring that behind our vibrant classrooms lies a foundation of impeccable organisation, seamless compliance, and dedicated support.

A Vibrant, Warm Community

The Best Job You'll Ever Have.



A Place to Thrive

Step into a joyful environment where pupils flourish and respect is paramount.



The Face of the School

Your office is the beating heart of our academy — the welcoming front line for pupils, parents, and staff.



Meaningful Impact

Leave the corporate grind behind for a career where your executive skills directly shape children's futures.

Redefining School Administration

From reactive admin to proactive leadership.
A stronger, more strategic approach for our schools.

Traditional School Admin	ACT Office Leadership
Reactive secretarial support	**Proactive Operations Leadership**
Simple data entry	**Strategic budget monitoring & procurement**
Filing paperwork	**Mastery of Arbor MIS & statutory data**
Waiting for direction	**Confident, independent HR & compliance management**

You will shape how our operations run, not simply maintain what already exists.

Autonomy Backed by Trust Expertise



ACT
Think it, Believe it, Live it.

Buckden CE Primary Academy

ACT Multi-Academy Trust Partnership Team

Local Leadership:
Full operational control of the Buckden office team.

Trust Partnership:
Direct support from ACT's central HR, Finance, and IT teams.

Shared Ethos:
United by our commitment to **Think it, Believe it, Live it.**



The Three Core Domains of Office Leadership

Domain I: People, HR & Safeguarding Leadership



Office Team Leadership
Line manage the administrative team. Monitor workload distribution, conduct professional development reviews, and cultivate a highly professional, customer-focused front office.

HR & Payroll Coordination
Act as the lead administrator for payroll, contractual changes, and staff absence. Prepare employment contracts and coordinate seamless onboarding and exit procedures.

Safeguarding & Compliance
Maintain an impeccable Single Central Record (SCR). Execute rigorous pre-employment checks including DBS, Right to Work, and Section 128 verifications.

Domain II: Financial & Operational Excellence



Financial Administration
Manage day-to-day finances, raise purchase orders, process invoices, and handle goods receipting within Trust regulations.

Revenue & Reconciliation
Reconcile school credit cards, monitor funding streams, administer school meal income, and oversee debt recovery.

Commercial Operations
Administer the school's lettings programme, raising invoices and ensuring safeguarding compliance for community use.

Enrichment Logistics
Oversee the complex administration, quoting, and payment processing (via Arbor) for educational visits and residential trips.

Domain III: Data, Systems & Admissions



Arbor MIS Mastery
Lead the administration of the school's Management Information System. Maintain absolute integrity of pupil and staff records.

Statutory Returns
Coordinate, validate, and submit critical statutory school and workforce census returns flawlessly and on deadline.

Admissions & GDPR
Manage the complete annual Reception intake and mid-year admissions. Act as the school's frontline for GDPR compliance, data breaches, and privacy advisory.

Driving high-quality administrative, financial, and organisational support across Buckden CE Primary Academy.

Domain I: People, HR & Safeguarding Leadership

Office Team Leadership

Line manage the administrative team. Monitor workload distribution, conduct professional development reviews, and cultivate a highly professional, customer-focused front office.



HR & Payroll Coordination

Act as the lead administrator for payroll, contractual changes, and staff absence. Prepare employment contracts and coordinate seamless onboarding and exit procedures.



Safeguarding & Compliance

Maintain an impeccable Single Central Record (SCR). Execute rigorous pre-employment checks including DBS, Right to Work, and Section 128 verifications.



A safe, well-managed and people-centred school, supporting every child to thrive.

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Financial Administration

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Revenue & Reconciliation

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Domain III: Data, Systems & Admissions



Admissions

MIS System

Statutory Returns

Admissions & GDPR

Manage the complete annual Reception intake and mid-year admissions. Act as the school's frontline for GDPR compliance, data breaches, and privacy advisory.

Arbor MIS Mastery

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The Package:
Key Terms & Working Pattern

Scale 6

£32,478 - £34,811 FTE (pro-rata).

37 Hours

A comprehensive, full-time weekly schedule during operating weeks.

40 Weeks

Term time only, plus 2 essential additional weeks for setup and closedown operations.

ASAP

Ready to welcome our new leader immediately.



A schedule designed to align with the rhythms of the school year while providing competitive, reliable compensation.

Your Next Chapter Awaits



9th October
Application Closing Date

Week beginning 12th October
Candidate Interviews

Apply now.

We would love to hear from you.

Buckden CE Primary Academy is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an Enhanced DBS check and all statutory safer recruitment checks.