



**Wheelwright Lane Primary School,
Wheelwright Lane,
Ash Green,
Coventry,
CV7 9HN**

Telephone: 02476 364505

Email: admin2021@welearn365.com

VACANCIES

Vacancy Details: Office Manager

Employer: Wheelwright Lane Primary and Nursery School, Warwickshire

Contract Type: Permanent

Working Pattern: 38 weeks (term time),

Working Hours: Monday to Friday 37 hours per week

Grade/Salary: G11 – £24384 per annum (includes potential 2.3% pay award from April 25)

Start Date: 01 September 2025

The role:

We are looking to appoint an experienced office manager to join our friendly team at Wheelwright Lane Primary and Nursery School. The role will involve managing the office as well as organising and providing effective whole school administration. We are a good school with many outstanding features, and we are an extremely popular and successful school. As a small school we pride ourselves on working closely together so being a team player is essential. Our children come from a mixed catchment area. They achieve highly and love their school and their learning. We have a dedicated team of highly motivated staff, and a very supportive Governing Body committed to raising standards. We strive to provide a stimulating learning environment and an interesting creative curriculum. We offer a comprehensive wellbeing support package to our staff and provide ongoing support & training.

Key Requirements:

- ✓ Hold an appropriate qualification equivalent to NVQ level 3 administration or business management or evidence of equivalent knowledge and experience in a relevant discipline.
- ✓ Minimum GCSE (or equivalent) English and Maths and grade A-C

Essential:

- ✓ Experience of working within a school office environment
- ✓ Experience of office administration
- ✓ Competent in use of ICT systems e.g. Microsoft Word, Sway, Outlook, Welearn365, Dojo
- ✓ Knowledge of specialist school systems – e.g. SIMS MIS, Synergy
- ✓ Knowledge of all school policies, systems, procedures and protocols and services provided (e.g. SCR, Census, DBS and Safeguarding)
- ✓ Able to communicate effectively with a range of audiences including children
- ✓ Able to plan, prioritise and organise own work and use own initiative.

- ✓ Must be friendly, caring and a good team player

Desirable:

- ✓ First aid trained or willingness to undertake first aid training

Please refer to the attached job description for more information.

How to apply:

If you are interested in the above position, please contact the school office at Wheelwright Lane Primary School and Nursery, Wheelwright Lane, Ash Green, Bedworth, Warwickshire, CV7 9HN. Or email admin2021@welearn365.com for an application form. Visits to the school are warmly welcomed. Please contact the school office to arrange a time to look around the school on Monday 2nd June and Tuesday 3rd June 2025. School telephone number: 02476 364505.

Please complete and return the application form by the closing date shown below:

Closing Date: Midday 6th June 2025

Interviews: w/c 16th June 2025

Warwickshire County Council 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. This post is subject to an enhanced DBS disclosure. The successful candidate will be subjected to all pre-employment checks being performed prior to starting their new role.