



FARLEIGH

Office Manager

Candidate Information Pack

Full-time, year round position



Head's Welcome

Welcome from Fr Simon Everson, Headmaster

Thank you very much for your interest in the position of Office Manager at Farleigh School.

Farleigh is an exceptional school of which we are very proud, with over 425 boys and girls, aged 3 to 13. It is a wonderful environment in which to work, with each and every member of staff playing their part in ensuring we have happy and energetic pupils. It is a magical place to be.

We have great colleagues and we are aspirational in seeking the very best for the young people in our care across the whole spectrum of school life. We enjoy their company and prepare them for an exciting future, encouraging them to be engaging, warm and thoughtful in the years to come. We are also extremely fortunate to have an incredibly loyal parent body who support and encourage us in so many ways.

I hope that you enjoy finding out a little bit more about the role of Office Manager.

If you would like an informal discussion about the position, please call Deborah Jones, the HR Advisor, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 3 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Basingstoke, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



Office Manager

Farleigh School are seeking a confident, personable and efficient individual with excellent attention to detail to join our hard working and dedicated staff in the role of Office Manager. This is a varied role with the opportunity to contribute to and collaborate with the whole school community.

As Office Manager, you will lead on the outward-facing day-to-day interaction with parents, and will directly manage the School Office Administrator and Receptionists and oversee the school's day-to-day administrative function, including whole school administration, customer service, reception, visitor management, transport, event management and support the Deputy Head (Organisation with Pastoral Oversight) with boarding administration.

We are seeking an individual to work full-time all year round. Working hours will be 37.5 hours per week, Monday to Friday, typically 8.30am to 4.30pm, with a 30-minute unpaid lunch break.

The ideal candidate will have:

Essential:

- Proven experience in office management or administration, preferably in a school or educational setting
- Strong leadership and team management skills
- Excellent organisational and communication abilities
- Excellent customer service and management skills
- Proficiency in using school management systems and Microsoft Office applications

Desirable:

- Experience with iSAMS or similar school information systems
- Knowledge of school census and statutory reporting requirements
- Experience supporting boarding administration
- Understanding of safeguarding, data protection, and health & safety regulation

Job Description: Office Manager

Responsible to: Director of Finance & Operations (DFO)

Purpose of the job: To lead on the outward-facing day-to-day functions, and to manage the overall administrative functions of the School Office, ensuring efficient and effective support for staff, pupils, and parents. The Office Manager plays a key role in maintaining a well-organised, welcoming, and professional environment that supports the smooth running of the school.

Particular Tasks & Responsibilities:

- Oversee the day-to day operations of the School Office
- Line manage the School Office Administrator and Receptionists, including conducting performance reviews, and supporting professional development
- To monitor workloads and allocate tasks effectively to meet the needs of the school, including ensuring that suitable cover is provided in Reception as required
- Lead on reviewing and improving office systems and processes
- Manage and maintain school information systems (e.g. iSAMS, Involve), including maintaining records in accordance with the school's record retention policy
- To own the central school email address, responsible for distributing incoming emails as appropriate and coordinating prompt and professional responses, maintaining high standards of customer service
- To coordinate effective external communication between the school, parents and external agencies
- To be proactive in ensuring the front office provides a professional and welcoming reception for all visitors, parents, and pupils, liaising with the Head of Admissions to enhance the welcome provided to prospective parents, including providing refreshment where appropriate
- Oversee visitor management systems, ensuring safeguarding and health & safety policies and procedures are followed
- Support the Deputy Head (Organisation with Pastoral Oversight) with the administration of boarding, ensuring systems and records are maintained accurately and all related correspondence with parents is actioned and recorded correctly
- Oversee the administrative support provided by the School Office Administrator to teaching and support staff across the school, including working with the Attendance Champion to ensure accurate registers are taken and absence trends identified



- Lead on school transport monitoring, liaising with parents and external agencies regarding arrangements, and communicating with relevant teams to ensure smooth coordination
- Prepare and submit statutory returns, including School Census, ensuring accuracy
- To support the Senior Management Team in the preparation for external inspections as required
- Assist in the organisation and administration of staff social events such as leavers, Christmas parties etc.
- Ensure compliance with school policies and procedures, including child protection, health and safety, confidentiality and data protection
- Any other duties which may be assigned commensurate with the post and in keeping with the nature of the prep school environment



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A competitive salary based on the skills, experience and qualifications at time of appointment
- Membership of the school's pension, life assurance and income protection schemes
- Access to Help@Hand Employee Assistance programme and shopping discounts
- Free school meals during working hours during term time
- Professional Development Support
- Free car parking
- Supportive colleagues and an outstanding working environment
- A beautiful setting in which to work
- Access to staff social events

To apply for the role of Office Manager, please complete the support staff application form and return it to Deborah Jones, the HR Advisor at hr@farleighschool.com. Applications will be accepted until the position is filled, therefore early application is encouraged.

Farleigh School reserves the right to appoint at any time in the recruitment process.

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo appropriate Child Protection Screening, including references from past employers, an enhanced DBS disclosure and an online search in line with safer recruitment.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.