



Office Manager – Rushton Primary School

Grade 7 - £13.90 to £14.58 per hour

(pay award pending)

15 hours per week (mornings)

40 weeks per year

Start date: 01/09/2026 or ASAP after



The Headteacher and governors at Rushton Primary School have an exciting opportunity for the new role of Office Manager at our successful school. The school is an academy and part of Symphony Learning Trust. We are a small rural primary school, based in Rushton, near Kettering with 93 pupils on roll.

We are looking to appoint someone whose background and experience would enable them to confidently fulfil the requirements of this busy and diverse role. The main responsibilities of this role are to provide effective administrative support, undertake various financial duties and supervise the Admin team. You will work closely with the School Business Manager (who works across 2 schools), supporting with tasks in their absence. The ability to work efficiently with minimal supervision is essential.

This is a fantastic opportunity for a committed individual to grow and develop this new role. The working hours of this permanent post are 9am to 12 noon but there can be some flexibility with this. The post is for 40 weeks - 38 weeks in term time plus 30 additional hours to be worked flexibly during the school holidays/teacher days.

The successful candidate should have:

- Be an effective communicator and have a calm, confidential professional manner and appearance
- Have previous administration and financial experience (invoicing, income handling and debt monitoring)
- Have excellent IT skills and a high level of accuracy and attention to detail
- Be able to work under pressure, prioritise tasks and meet deadlines
- Be reliable, flexible and punctual
- Be highly organised and proactive with a flexible approach to solving problems,
- Be able to work independently under pressure in a busy environment whilst retaining a sense of humour and an ability to keep things in perspective,
- Candidates with experience of SIMS Finance and/or SIMS Connected would be an advantage.

Full details can be found in the Job Description and Person Specification

The Post is subject to an enhanced DBS disclosure. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

For further information, contact Lisa Watson (Trust F&O Lead) on 01530 442483.

Closing Date for applications: Monday 24th August 2026 @ 9am. Interviews will take place on Thursday 27th August at Meadow House, Wigston LE18 3QZ

How to Apply: <https://www.eteach.com/job/office-manager-1565011>