



St George's

WEYBRIDGE

Candidate Information Pack

JUNIOR SCHOOL OFFICE MANAGER

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 2-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating around 1,600 students across the two school sites. Both Schools had full ISI inspections under the new framework in March 2024, and were rated fully compliant in all areas.

St George's Weybridge is proudly and unequivocally a 2-18 co-educational school where children can learn and grow into kind, polite, respectful adults. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Most important, though, is the perfect balance between the three fundamental intelligences listed here. Together, these are what make St George's unique - and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from a variety of Christian denominations - it is inclusive of all faiths and none. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.



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Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 80 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark - a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block - providing first-class science teaching facilities, as well as modern preparation rooms.

"Since the first day, I've been made to feel very welcome which has enabled me to settle in very quickly. I am really happy that I now consider myself to be part of the Georgian family".

Lauren

"Staff re friendly, approachable, helpful and patient, and demonstrate professionalism and passion in their work. Thank you for this opportunity".

Martin

Recently leaving a FTSE 100 company after 16 years to join St George's Junior School was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"

Leila





The Role

Job Title:	Junior School Office Manager
Line Manager:	Director of IT and Central Services
Responsible to:	The Headmaster
Salary:	Competitive, dependent on experience
Hours:	40 hours per week, Monday to Friday, working a shift pattern of 7:30am to 4:30pm, and 8:30am to 5:30pm. Attendance at INSET and Open Mornings is required, along with occasional flexibility outside of core working hours to support key school events.
Contract:	Permanent, 52 weeks per year

Summary of the role:

To provide warm, professional administrative and compliance support to the Junior School office, acting as a first point of contact for pupils, parents, staff, and visitors, and contributing to the smooth day-to-day operation of the Junior School. Providing supportive and developmental line management to the school office team.

Main duties & responsibilities:

- To provide line management of the Junior School Secretary and Reprographics Technician
- To work closely with the Headmasters' PA and Admissions team to ensure the smooth operation of the school
- Administer school clubs, including advertising and sign-up management using SOCS
- Administer the school calendar
- Support with compliance and health and safety matters through interaction with the Senior Management Team and the Head of Health, Safety and Sustainability
- Staffing the school reception, greeting all visitors warmly and professionally
- Managing visitor sign-in and out in accordance with safeguarding procedures and notifying relevant staff of arrivals
- Maintaining a clean, tidy, organised reception area
- Support with the checking in of visitors and staff during any evacuations
- Answering, screening, and directing incoming telephone calls
- Taking and relaying accurate messages in a timely manner
- Responding to routine email enquiries or forwarding to the appropriate member of staff
- Sending of SMS and email communications to staff, parents, and other key stakeholders
- Ensure that the registration process is completed fully every morning and afternoon
- Managing pupil absence via the absence line, inbox, and My School Portal, passing on information as necessary and updating registers



The Role cont.

- Contacting parents or guardians in relation to unexplained absent pupils
- Maintaining a list of absent pupils for the emergency file and to circulate to staff
- Ensure that the list of pupils off site for sporting fixtures, competitions etc. are obtained, recorded on registers and filed accordingly
- Producing attendance reports as required
- Providing a courteous, helpful point of contact for parents in person, by telephone, and by email
- Distributing school communications, letters, and notices to parents as directed
- Supporting parents with routine queries and directing more complex matters to the appropriate member of staff
- Supporting the school office team with administrative tasks including, but not limited to, data entry, filing, and post
- Assisting with the administration of school trips, events, and routine correspondence
- Maintaining pupil records on the MIS, ensuring data is accurate and up to date
- Supervision of pupils waiting to be collected from the school office
- Escorting younger pupils to their class when arriving outside of usual drop off times
- Creation and maintenance of pupil files
- Assist with school events such as Open Mornings, Carol Services, and Prizegiving which may be outside of core hours, or at the weekend
- Provide first aid to pupils when the School Nurse is unavailable, first aid and paediatric first aid training will be provided
- Supervision of unwell children awaiting collection
- Support with administering of pupil medication
- Organise and arrange the return of lost property
- Contribute to the school's safeguarding culture, maintaining appropriate records and acting in accordance with the school's safeguarding policy at all times
- Anything reasonably requested by the Head, the Bursar, or the Board of Governors.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.

Annual Leave:

The post holder will be entitled to 25 days of annual leave per calendar year, plus Bank Holidays, increasing to 30 days after 5 years' service. 3 days per year must be taken between Christmas and New Year when the school is closed. Please note that due to the nature of this role, annual leave may not be taken during term time.



Person Specification

Knowledge and Experience:

Essential Criteria

- At least three years experience in an office administration role
- Proven experience in a senior administrator or customer service team leader position

Desirable Criteria

- Line management experience
- Experience of working in a school or educational setting
- First aid qualified
- Working knowledge of SIMS, My School Portal, or similar systems

Skills and Abilities:

Essential Criteria

- Ability to influence stakeholders at all levels, including the ability to build strong working relationships
- Ability to communicate in a succinct, engaging manner with the ability to manage expectations when needed
- Excellent communication skills, both written and verbal
- Competent user of Microsoft Office applications and confident with databases and other IT systems
- A high level of organisation and attention to detail
- Able to work to deadlines and prioritise work, including assessing the workload of the team, with proven experience in a fast-paced environment with occasional conflicting demands
- Ability to motivate others and encourage collaborative team working
- Able to coach and train staff where necessary

Personal Qualities:

Essential Criteria

- A self-motivated and pro-active team player with a positive outlook
- Professional and friendly manner
- Able to handle sensitive data with tact and diplomacy
- Committed to promoting the safeguarding and welfare of children.



Benefits (Non-Contractual)



Pension

Subject to meeting the qualifying conditions, all Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge offers the option of flexible levels of employee contribution made via Salary Exchange. Employer contributions are competitive and reviewed regularly to maximise the future financial wellbeing of our staff. Full details are available from the HR Team.

Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.



Medical Support and Employee Assistance Programme

The Benenden Cash Plan provides support with everyday healthcare by providing money back on routine healthcare costs, as well as an Employee Assistance Programme including a free confidential counselling helpline available 24/7.

Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.



Fee Remission

Staff may be eligible for School Fee Remission for their child(ren) joining either St George's College or St George's Junior School after the date employment commences. Eligibility for Fee Remission ends once an application for a full-fee paying place has been made, unless employment has already commenced. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term in which the child(ren) join either School and is not contractual. Full details of the scheme are available from the HR Department.

Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to a multiple of annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.



Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College campus.



Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.



Conditions of Employment

Initial Period of Employment

Business Staff: Six Months

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

Notice Period

One week on either side during the Initial Period of Employment, thereafter, three months.

Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

Safeguarding Children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact, will be to adhere to and ensure compliance with the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET.

Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

Place of Work

The post-holder will be based at the Junior School with an expectation of flexibility, when required, to work at the College.

Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.



How to Apply

To find out more about the post or the school, in the first instance please contact Human Resources for a confidential discussion:

Tel: 01932 839366

Email: humanresources@stgeorgesweybridge.com

Applications are encouraged as early as possible via the Apply Online button on the Current Vacancies page of our website.

Key dates

Closing date for applications:

Wednesday 24 June 2026

Interviews:

w/c 29 June 2026

Please note that applications will be reviewed upon receipt and candidates may be invited to interview before the closing date.

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, [Safeguarding Policies](#), [Recruitment Policy](#), [DBS Code of Practice and Associated Policies](#) which are available at: <https://www.stgeorgesweybridge.com/careers>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with past and current employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community - our "Georgian family" inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.



