Kate Greenaway Nursery School & Children's Centre

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Recruitment to the position of Office Manager

KG/261026

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Dear Candidate,

Thank you for your interest in the position of Office Manager at Kate Greenaway Nursery School.

This is an important appointment for our school. We are looking for an experienced, capable and forward-thinking professional who will play a central role in the life of the school and help us continue to provide exceptional experiences for children and their families.

Kate Greenaway is a highly regarded maintained nursery school serving a vibrant and diverse community in the heart of King's Cross. Our school is known for its strong relationships with families, inspirational learning environment and commitment to giving every child the very best start in life. Behind this successful provision is a dedicated team of professionals who work collaboratively to ensure the school runs effectively, efficiently and sustainably.

As Office Manager, you will be much more than the person who oversees administrative systems. You will be a key member of our Senior Leadership Team, working closely with me and colleagues across the school to lead and develop the operational side of the organisation. Your expertise will help shape decision-making, support school improvement and ensure we continue to meet the needs of our children, families and staff.

The role offers considerable breadth and variety, encompassing finance, HR, admissions, premises, health and safety, compliance and administration. We recognise that this is a significant responsibility and are committed to ensuring that the successful candidate feels valued, supported and able to make a meaningful contribution to the strategic direction of the school.

We are particularly interested in hearing from candidates who enjoy taking ownership, solving problems, building effective systems and working collaboratively. Whether your experience comes from education, the public sector, charities or another complex organisational environment, we are looking for someone who combines strong operational skills with sound judgement, initiative and a commitment to public service.

In return, we offer the opportunity to work within a respected and ambitious nursery school, alongside an experienced and committed staff team. We understand the importance of achieving a healthy and sustainable work-life balance and are open to discussing flexible working arrangements for the right candidate.

Most importantly, this role provides an opportunity to make a genuine difference. The work you do will directly support children's learning, family engagement and the continued success of a school that is deeply valued within its community.

If you share our values and believe you could make a positive contribution to Kate Greenaway, I would be delighted to hear from you. Visits to the school are warmly encouraged and provide an excellent opportunity to experience our unique environment and meet the team.

I look forward to receiving your application.

Best wishes,

Diana-Head Teacher

Why Join Kate Greenaway Nursery School?

Kate Greenaway Nursery School is a thriving early years setting in the heart of King's Cross. We proudly serve a wonderfully diverse community, are highly regarded by families, and have built a strong reputation for excellence in early years education.

We believe that children learn best through play. Our curriculum is carefully designed around the interests, strengths and needs of our children and is enriched by meaningful experiences including Forest School, local visits, food growing, yoga and woodwork. Our children are eager learners who demonstrate resilience, independence and a willingness to embrace challenge.

Strong relationships sit at the heart of everything we do. We work closely with families, our wider community and our Governing Board, creating a warm, collaborative and ambitious culture where children and adults alike can thrive.

The Opportunity

This is a rare opportunity to join our Senior Leadership Team in a role that combines strategic influence with meaningful day-to-day impact.

As Office Manager, you will be a valued professional partner to the Headteacher, helping to ensure the school operates effectively, efficiently and sustainably. You will work across finance, HR, admissions, administration and operational management, playing a key role in the continued success and development of the school.

We are looking for someone who enjoys taking ownership, improving systems, solving problems and building positive relationships. In return, you will find a school that values operational expertise, encourages professional autonomy and recognises the vital contribution that strong business and operational leadership makes to educational success.

The successful candidate will:

- Be a valued member of the Senior Leadership Team.
- Work closely with the Headteacher and governors to support the strategic development of the school.
- Lead a broad and varied portfolio including finance, HR, admissions and operational management.
- Have genuine scope to review, improve and strengthen systems and processes.
- Play a vital role in supporting children, families and staff.
- Join a skilled, committed and collaborative team that values continuous improvement and professional growth.

We recognise that strong operational leadership is essential to a successful school and are committed to ensuring that this role is respected, supported and professionally rewarding. Flexible working arrangements may be considered for the right candidate.

We warmly encourage prospective applicants to visit the school and experience first-hand the joyful, nurturing and ambitious environment that makes Kate Greenaway such a special place to work.

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Office Manager

SO1/SO2 (£41,739 - £43,014/ £44,331 - £45,696 depending on experience)

Permanent | Full Time | All Year Round (35 hrs/week)
Part-time and term-time working will be considered
Start date: Negotiable

Lead Operations. Shape Strategy. Make a Difference.

The Headteacher and Governors of Kate Greenaway Nursery School are seeking to appoint an experienced, organised and proactive Office Manager to join our Senior Leadership Team.

This is a varied and influential role, offering the opportunity to lead the school's administrative and operational functions, including finance, HR, admissions, premises and compliance. Working closely with the Headteacher, you will play a key role in ensuring the school runs effectively and continues to thrive.

Why Join Us?

- A valued leadership role within the Senior Leadership Team.
- A close working partnership with the Headteacher and Governing Board.
- Genuine autonomy to improve systems and processes.
- A skilled, committed and collaborative staff team.
- Opportunities for professional development and growth.
- Flexible working arrangements may be considered for the right candidate.

We Are Looking For Someone Who:

- Has substantial administrative experience, ideally in a school or similar setting.
- Possesses excellent organisational, communication and interpersonal skills.
- Has experience of finance, HR and operational management.
- Is proactive, solution-focused and able to work independently.
- Maintains high levels of professionalism, confidentiality and attention to detail.
- Enjoys responsibility and working collaboratively with colleagues.

Visits are warmly encouraged.

📧 kategreenaway.eyc@islington.gov.uk
📞 020 7527 4850

Safeguarding and Equal Opportunities: Kate Greenaway Nursery School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to appropriate safeguarding checks, including an enhanced DBS check. We welcome applications from all sections of the community.

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JOB DESCRIPTION

Contract:	Permanent, Full time, 52wks/35hrs (part time and term time only will be considered)
Salary Range:	SO1/SO2 (depending on experience)
Salary Range:	£41,739 - £43,014/ £44,331 - £45,696
Start date:	Negotiable

PRIMARY JOB FUNCTION

To manage the school's admin office and provide an efficient and confidential administrative service to the Headteacher, ensuring efficient administrative and financial systems are established and maintained.

To develop, maintain and operate administrative procedures for the school in order to ensure that all legal requirements are met. To actively promote the continuous professional development of all administrative staff at the school.

DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE:

1. Maintain efficient office systems within the school's admin office, including manual and computerized information retrieval systems.

2. Draft and type correspondence, reports and other documents for the Headteacher/ DHT.

3. To organise supply cover as appropriate, ensuring rooms are adequately covered.

4. To embed effective communication across the school, ensuring strategies are in place to inform parents /staff in a timely and appropriate way.

5. Take notes of meetings when required and distribute to relevant people.

6. Administer school's admissions procedures for the nursery, by giving advice to parents and members of the public on admission criteria, allocate places effectively and in line with LBI policies.

7. Ensure the schools policy schedule is kept up to date. Ensuring senior leaders update relevant policies as and when required and upload on to the shared network.

8. Update and review financial, premises and HR related policies.

PUPIL DATA:

1. Be responsible for all statutory data returns such as collection returns CENSUS, roll figures, absence returns and ensure statutory forms completed and returned by deadline.

2. Manage pupil data on SIMS by ensuring that all required pupil data is up to date and accurate i.e. starters/leavers, FSM figures, ethnicity codes, SEN status and issue UPNs.

3. Ensure all contracts for children are maintained in accordance with LA policy and procedures.

4. Maintain the nursery pupil contract information database.

5. Ensure all pupils have up to date contracts and adjust each term according to their birthday and in line with the LA admission policy.

6. Administer procedures relating to pupils transferring or leaving the school.

FINANCE AND PROCUREMENT:

1. To be responsible for maintaining the financial systems and procedures in accordance with LA policies and procedures.

2. To undertake responsibility for and use of the school's I.T. finance systems (FMS6, excel etc) to keep financial records.

3. To maintain effective control of all areas of the school's delegated budget.

4. In conjunction with the Headteacher and School Finance Officer, to undertake an annual budget planning exercise for the dissemination of the school's budget allocation, in line with the school improvement plan, for the approval of the governors.

5. To ensure adequate auditable systems are in place for the ordering of goods and supplies, and for the processing and payment of invoices.

6. Pay invoices and enter weekly financial data on FMS ahead of monthly monitoring visit from School Finance Team.

7. To manage the administration of VAT returns on a quarterly basis.

8. To oversee the compilation and maintenance of the school equipment inventory.

9. To maintain School Fund account and prepare end of year data ready for external audit.

10. Manage the fee collection spreadsheet, including recording BACS and childcare voucher payments.

11. Chase outstanding fee debts.

12. In line with the LA admission policy and charges, draw up pupil contracts highlighting their weekly fee charges.

13. Provide the School Finance Team with necessary financial data/support. Monthly budget monitoring will be carried out by School Finance.

PERSONNEL:

1. To manage advertising of vacancies and be responsible for the recruitment process and ensure all associated administration is carried out.

2. Complete monthly payroll returns with support from Headteacher.

3. Complete necessary pay forms for salary information – starter / leaver and variation, staff benefits, staff absence/attendance process salary information to process for payroll. liaising with the payroll provider.

4. Issue contracts and variation letters for new joiners and all staff.

5. Check payroll reports and ensuring all pay costs are appropriate and budget areas are correctly charged alongside Headteacher.

6. Maintain sickness management procedures, by monitoring sick leave, identify sick management issues alongside the Headteacher, and processing for payroll.

7. Maintain computerised personnel records, ensuring accurate records of staff details, including type of contract, pay etc, and recording ethnic monitoring information.

8. Record A/L and time owing on staff cards and wall chart.

9. Ensure the DBS renewal and Singe Central Record databases are kept up to date.

10. Ensure the school Asset Management register is up to date.

11. Ensure the school Staff Development training records are up to date.

PREMISES:

1. To take an overview of Premises Management at the school, supervising the requisition of repairs, obtaining of quotations and liaising with contractors

2. To prepare and maintain a health and safety policy and supervise the implementations of the policy ensuring that the school complies with relevant legislation.

3. Test fire alarm weekly with Premises Manager.

4. To take responsibility for ensuring all premises related statutory checks are carried out in a timely manner and relevant information is recorded on the Asset Management System – Concerto, as necessary. Paper copies to be kept in the main Premises folder.

5. Ensure compliance with the school's fire/emergency evacuation plans, lockdown procedures, health and safety and first aid policies.

6. Ensure all records relating to the building and health and safety are regularly reviewed and updated, including Health and Safety meeting reports.
7. Carry out weekly/monthly fire and emergency lighting routine checks.

Information and Communication Technology

1. To manage the school's administration network and identify enhancements required.

2. In conjunction with Schools ICT to implement all upgrades to the administration network and ensure backup for data

3. To ensure that all staff have access to adequate training.

4. To be responsible for system security, including setting up of new users, issuing passwords, monitoring of passwords, taking leavers off email and the system and virus protection.

5. To keep abreast of Data Protection legislation and develop policy and procedures to ensure the school operates within Data protection code.

6. To maintain and monitor the school's website and internal TV.

Other Duties:

1. Support the administrative team with workload during peak times.

2. Support with school events.

3. Undertake training and professional development as appropriate and take an active part in identifying needs and sourcing training.

4. Commensurate with the level of the post holder and under the direction of a member of the SLT, undertake such other tasks that may be required to further the efficiency of the school.
5. Ensure a general duty of care in accordance with the Health and Safety Policy and legislation.

6. To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

7. To promote the safeguarding of children.

PERFORMANCE STANDARDS

- To ensure that the school's customer care standards are met and adhered to.

- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

Reporting to: Diana Valcheva – Headteacher

Signed ---------- Date ----------

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PERSON SPECIFICATION

Contract:	Permanent, Full time, All-year round, 52wks/35hrs (part time and term time will be considered)
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REQUIREMENTS		ESSENTIAL CRITERIA
EDUCATION AND EXPERIENCE	E1.	Two years administrative experience at a senior level.
SKILLS, KNOWLEDGE AND ABILITIES	E2.	Ability to acquire a working knowledge of the schools accounting procedures and the ability to complete basic statistical returns.
	E3.	Ability to carry out general office skills and to deal with a variety of tasks such as filing, typing, distribution of post, etc.
	E4.	Ability to communicate effectively in writing, on the telephone and face to face • draft correspondence independently. • write and communicate verbally clearly and concisely.
	E5.	Ability to build and maintain an effective working relationship with a wide variety of people.
	E6.	Diplomatic approach in dealing with difficult situations.
	E7.	Ability to prioritise to ensure that deadlines are met, whilst working under pressure.
	E8.	Ability to work on own initiative and contribute ideas to the improvement of admin services at the school.
	E9.	Ability to maintain strict confidentiality in all matters.
		Ability to use computer systems to an advanced level, including Excel.
	E10.	Commitment and willingness to meet the needs of the ethos and flexible working arrangement of the school.
	E11.	Ability to deliver services to customers meeting the school's standard for customer care in line with the contract with Islington Council.
	E12.	A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
	E13.	A commitment to deliver services with the framework of the school's equal opportunities policy.
	E14. 7	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

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How to Apply

Application deadline	Completed application forms must be received by **midnight on Thursday 5 November 2026** Please apply online at **https://jobs.islington.gov.uk/** ID:3350 If you need any support, please contact the school.
Selection process	We are planning to shortlist by Friday 6 November 2026. Shortlisted candidates will be notified on Monday 9 November 2026. The interviews will take place on Thursday 12 November 2026 and Friday 13 November 2026.
Visits	Visits to the school are highly encouraged and can be organised by contacting the school office on 02075274850 or email kategreenaway.eyc@islington.gov.uk
Safeguarding and Safer Recruitment	Kate Greenaway Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to satisfactory pre-employment checks, including references, an enhanced DBS check, online searches and other safer recruitment checks in line with current statutory guidance, including *Keeping Children Safe in Education*. References will be sought prior to interview where possible. Formal checks will be undertaken before appointment in accordance with current child protection and safer recruitment requirements. As part of our safeguarding procedures, the school will conduct an online search of shortlisted candidates. This search will be limited to publicly available information that may be relevant to an applicant's suitability to work with children. Shortlisted candidates may be invited to discuss any information arising from these searches at interview.

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Kate Greenaway Nursery School
York Way Court, London - N1 0UH
Tel: 020 7527 4850
Headteacher: Diana Valcheva

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