

Applicant Information Pack



ST. MARK'S CE SCHOOL
ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

Executive Headteacher Message

Welcome to St Mark's Church of England School. I am privileged to be the Executive Headteacher of the first all-through school in Southampton. St Mark's is truly a wonderful school filled with polite, well-mannered students and excellent staff.

I have been the Headteacher at St Mark's since 2014, and have led the development of the school to 'Good' in all categories, whilst building a brand new school and growing as an all-through!

This has only been achieved because of the fantastic whole school team I have built around me. I truly believe that a happy team makes a happy school and that everyone who works at St Mark's is valued.

Our school is a great place to work. We focus on centralised policies and routines and try to remove as many barriers as we can so that people can get on with their jobs. Professional development through training and coaching is central to our offer for all staff, as no matter what stage you are in, on your professional journey, we just want you to grow as an individual.

"Staff love working at this school. They are a strong team, and feel well supported by leaders regarding their well-being and workload." - Ofsted Nov 2022.

What makes us a team is our focus on high expectations for all students and each other. We push each other to be the best we can be whilst being supportive and mindful of workload. Senior leaders have an open door policy, we listen to our staff and always strive to make adaptations to make things better for individuals, teams or the whole school.

St Mark's will continue to grow over the next 4 years. Opportunities for growth and career development for staff will be available. So if you strive for excellence in your career, like working in a team and value others wellbeing as much as your own, then please do get in touch.

Mrs Stephanie Bryant



Executive Headteacher



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Office Manager Role

Office Manager

Grade 7 – £32,061 - £36,362 per annum

Full Time Hours: 37 hours per week, 8am to 4pm Mon to Thurs, 8am to 3.30pm Fri (inc 30 mins unpaid lunch)

Permanent full time year round contract with 25 days holiday plus Public and Bank Holidays (33 days in total)

Start Date: As soon as possible

St Mark's CE School is one all through school community, where we create a sense of belonging for all who enter our school. Our core Christian values of love, belonging and service are nurtured and modelled through high standards by excellent staff.

Due to an increase in pupil and staff numbers from September, we are seeking a highly organised and detail-oriented School Office Manager to lead a busy and dynamic office/reception environment, ensuring the delivery of efficient, high-quality support to pupils, parents, staff, governors, visitors, and external stakeholders.

Reporting directly to the School Business Manager and Senior Leadership Team (SLT), the successful candidate will thrive in a fast-paced, open-plan working environment and demonstrate exceptional organisational and communication skills, strong financial and budgeting acumen, and the ability to manage competing priorities with professionalism and discretion.

The role includes oversight of office and reception systems and procedures, line management of administrative staff, close working with the HR and Finance Officers, support with finance and budget processes, and the production of accurate reports to support operational and strategic decision-making. Experience of working within a school environment, together with familiarity with MIS and financial systems, would be advantageous.

The ideal candidate will be friendly, approachable, resilient, and solution-focused, with a strong commitment to confidentiality, customer service, and continuous improvement.



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Why work at St Mark's

School Staff Benefits

At St Mark's CE School we are committed to supporting the wellbeing, development and work life balance of all of our staff. We offer a range of employee benefits including:

Employee Assistance Programme through Spectrum Life providing:

- 24/7 confidential counselling for staff and their families
- Access to an online wellbeing studio
- Coaching pathways
- Fitness, nutrition and wellbeing support
- Benefit Hub discounts and rewards for shopping, leisure & travel

- Excellent Local Government Pension Scheme offering a guaranteed income in retirement, family protection and ill health protection (subject to scheme terms and conditions)
- Free secure on-site parking
- On site hot and cold food options
- Professional Occupational Health support
- Supportive leadership team
- Access to online professional training through the National College and TES
- A positive staff wellbeing culture where colleagues feel valued and supported
- Modern, high specification buildings and facilities
- A diverse and inclusive school community rooted in Christian values, belonging and respect



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Job Description

KEY ACCOUNTABILITIES

1. Office Leadership & Team Management

- Provide excellent leadership, line management and training of the finance, administration and reception team ensuring a high performing, professional and welcoming environment for all.
- Oversee the management of school trips ensuring each trip is fully planned, costed and communicated whilst ensuring all processes have been followed including invoicing and payments and the booking and payment of resources.
- Oversee the management of extra-curricular activities and events.
- Setting clear performance expectations, workflows and priorities across the team.
- Ensure consistency in communication, systems and service delivery within key deadlines.
- Manage all administration systems and procedures to support the back-office operation of the school during term time and school holidays.
- To be responsible for any correspondence, reports and other information as requested.
- Devising and maintaining office system to deal efficiently with paper flow.
- To assist the HR Officer with the administration of the monthly payroll service and to assist the Finance Officer with the processing of monthly payroll reports in Business World and cross referencing this with the budget system on ACCESS.
- To assist the HR Officer during peak administration periods with interview planning, pre recruitment checks, absences and other HR administration as required by the SBM.

2. Financial Operations (Lead Role)

- Oversee and assist (where required during peak intervals and absences) with day-to-day financial processes carried out by the Finance Officer.
- Ensure compliance with SCC financial regulations and internal controls.
- Monitor income and expenditure, identifying discrepancies or risks early.
- Provide termly reports to all budget holders and the SBM on expenditure and budgets remaining.
- Ensure correct coding, reconciliations and banking processes are completed accurately
- Oversee purchase orders, invoicing, deliveries and supplier payments.
- Ensure best value is achieved for all purchasing decisions.
- Assist where required with the Parent pay system for lunches, school trips etc

3. Financial Monitoring & Reporting

- Produce and present monthly budget monitoring reports to the SBM and termly reports for Governor and SLT meetings.
- Analyse trends in expenditure and income and implement cost saving initiatives.
- Support budget planning, forecasting and year-end processes required by SCC.

Job Description

- Lead on financial accuracy ahead of SBM review.
- Ensure finance systems (e.g. Business World, Access and SCO Pay etc.) are used effectively and updated as required.
- Maintain up to date accurate financial and administrative records.
- Ensure compliance with SFVS, audit requirements and LA deadlines
- Oversee data protection and GDPR within office functions

4. Administration & Front Office Oversight

- Oversee admissions, communication and admin systems
- Ensure high-quality response to parents, visitors and stakeholders
- Maintain efficient filing, data and reporting systems
- Ensure safeguarding, GDPR and compliance processes are followed at all times.
- To monitor answer phone calls and ensure customer service is kept to a high standard.
- To coordinate and support the organisation of school events including open evenings.
- Devising and maintaining office system to deal efficiently with paper flow Organising and storing paperwork, documents and computer-based information, research and retrieve relevant information required for tasks.

5. Operational Support to SBM

- Act as the **operational bridge** between SBM strategy and office delivery
- Implement systems and processes set by SBM
- Identify inefficiencies and recommend improvements
- Support procurement, contracts (including lettings) and value-for-money initiatives.
- Assist the SBM and HR Officer during staff absences, as required.
- Assist with any H&S, DSE or Risk Assessments required for staff.

6. Supporting the School

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Ensure readiness for audit and compliance checks.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy
- Responsible for the day-to-day operation of safeguarding processes for internal and external visitors, including induction to the school facilities and processes, along with the Admin Team.

Job Description

- Compliance with School policies e.g. Equality and diversity, health and safety and safeguarding.
- To maintain a streamlined presentation of the building in collaboration with facilities and reception staff in keeping with the School ethos.

7. Other Duties

- Assist with processing and checking payroll, as required and reconciling payroll report.
- Work collaboratively with other members of the support and administration team, providing cover, answering the telephone and maintaining continuity of service during absences or peak periods, as required.
- Maintain a working environment compliant with all health and safety and GDPR data protection requirements.
- Safeguard and promote the welfare of children and young people, reporting any concerns to the Designated Safeguarding Lead (DSL) or Senior Leadership Team promptly and in confidence.

This job description is not exhaustive and may be reviewed and amended from time to time in consultation with the post holder and School Business Manager to reflect the changing needs of the school.

Person Specification

Essential Qualifications & Training

- GCSE English and Maths at Grade C/grade 4 or above (or equivalent)
- Relevant administrative or business qualification (e.g. NVQ Level 3 Business Administration or equivalent office management experience)

Desirable Qualifications & Training

- Finance qualification or accountancy training (e.g. AAT or equivalent)
- Leadership or management qualification
- Good IT skills and experience using school MIS and finance systems
- Knowledge of safeguarding and GDPR/data protection requirements

Essential Work Experience & Knowledge

- Experience in a senior office/financial management role overseeing systems, procedures and operational workflows
- Experience working in a fast-paced environment with competing priorities
- Experience of line management, appraisals and staff development
- Experience supporting financial administration, including budgets, reconciliations, purchase orders, and reporting
- Understanding of customer service and the professional handling of complaints

Desirable Work Experience & Knowledge

- Experience working within a school or educational setting
- Experience managing HR and payroll
- Experience coordinating compliance or statutory returns
- Understanding of procurement processes and audit requirements

Essential Skills & Abilities

- Good ICT skills with confidence using Office, Outlook, Word and Excel to produce detailed reports, as required
- Strong problem-solving skills with the ability to stay calm, take ownership and see tasks through to completion to meet deadlines
- Good sense of humour and ability to contribute positively to a supportive office environment
- Willingness to go the extra mile, when required

How to apply

For more information about our school and to apply, visit our website using the link below and please fill out our 'support staff' application form: <https://www.stmarksschool.co.uk/community/vacancies-at-st-marks/>

Completed applications should then be emailed to: recruitment@st-marks-southampton.org.uk

If you require any further information on the role or would like to visit our school in action, please telephone the HR Officer on: 023 80772968 extension 20056, or email: hr@st-marks-southampton.org.uk

Closing date: 12 noon Friday 22 May 2026

Interview date: TBC

**We reserve the right to close this vacancy early should we receive sufficient applications or identify a suitable candidate.
Early applications are therefore strongly encouraged.**

Unfortunately we do not have the ability to support sponsorship.

St Mark's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced DBS.



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