**Office Manager**

Grade 4: Actual Salary £18,686 - £20,578 (£26,824 – £29,540 FTE)

Contract: Permanent, 30 hours plus three weeks

Location: St Peter’s Crosskeys CofE Primary, Sandhill Road, Farndon, Newark NG24 4TE

Starting date – 5th January 2026

An exciting and unique opportunity has arisen for a self-motivated and enthusiastic individual to join St Peter’s Crosskeys CofE Primary as an Office Manager.

St Peters Cross Keys Primary Academy is a small school situated in the beautiful village of Farndon with easy access to nature reserves, marina and situated on the historic Fosse Road. It boasts a supportive community who work together for the benefit of the children. For more information on our school please have a look at our website: <https://www.stpetersfarndon.com/welcome/>

**At St Peter’s Crosskeys CofE Primary School, we can offer:**

* A hugely supportive Multi-Academy Trust, with dedicated network for office staff.
* A governing body that will support your journey.
* Children who are eager to learn and who embody the school’s family ethos and Christian values.
* The opportunity to work in a small school with big ambitions, where staff know all children well and where children receive great support to enable them to flourish and grow.
* The chance to build on our Christian ethos and contribute to live out our vision and values.

**We are looking for an individual who:**

* Has the ability to work independently, manage and prioritise conflicting workloads
* Can perform a comprehensive range of high level tasks
* Demonstrates an aptitude to think creatively and flexibly to resolve issues.
* Is confident in monitoring operational services
* Works well in a team and can make a positive contribution.

Although it would be useful, it is not essential that you have experience in the field of Education, as training will be provided. What is important is that you have good communication skills, resilience, and a positive outlook in this fast paced and challenging environment.

The job description and application form are available via the SNMAT website. <https://www.snmat.org.uk>

If you require any further information or for an informal discussion, please contact the school by e-mail at office@stpetersfarndon.snmat.org.uk or by telephone: 01636 680360

**Closing date – Tuesday 4th November 2025**

**Interview – Thursday 13th November 2025**

**SNMAT is committed to safeguarding and promoting the welfare of children and would expect anyone joining the academy to share the same ethos. All candidates are subject to safer recruitment procedures. The post is subject to an enhanced DBS disclosure.**