

WE ARE HIRING

Embleton Vincent Edwards CE Primary School

Office Manager



Band 4 · 35 hours per week during term time plus 5 days, 0.81 FTE · Permanent

Embleton is a small, friendly school on the Northumberland coast with a real sense of community, and we're looking for an Office Manager to help shape what comes next.

With a new Executive Headteacher in post, this is a genuine chance to grow the role around you: to bring your own ideas, take ownership, and become a central part of school life. You'll be the first point of contact for parents, staff and visitors, and a familiar, trusted face for every family in the school.

Who we're looking for

Someone organised, proactive and IT literate, confident enough to take ownership of the role and make it their own. Previous school or office experience is helpful but not essential; what matters most is initiative and a genuine interest in being part of a small, close-knit school community.

What you'll do

- Manage the school office and be the first point of contact for parents, staff and visitors
- Maintain accurate records and information systems
- Help shape how the role works as part of a small, evolving school
- Take ownership of day-to-day administrative, financial and organisational tasks
- Support the Executive Headteacher and staff team as the school grows and develops

KEY DETAILS

Salary
NJC Band 4, SCP 7–11; actual salary £22,256 to £23,721 per annum

Start date
As soon as possible

Benefits
Generous, contributory pension scheme

Interviews
Shortly after the closing date

Safeguarding
Enhanced DBS check required

CLOSING DATE

Wednesday 23 September 2026, 12pm (midday)

About the school

Embleton C of E Primary School sits in Embleton village on the Northumberland coast, minutes from Embleton Bay. It's a small school (ages 3 to 11) with a strong Christian ethos and a genuine family feel, where different year groups play and learn alongside each other. The school holds Green Flag Eco-School status with Distinction, a School Games Gold Award and Music Mark accreditation, and weekly beach school sessions make the most of a genuinely spectacular setting.

Green Flag with Distinction

School Games Gold

Music Mark

About Pele Trust

Embleton is part of Pele Trust, a multi-academy trust of 14 schools across Northumberland and North Tyneside. Staff get the support, training and collaboration of a wider trust network while keeping the character and warmth of their own school.

Visits and enquiries

Visits to the school are warmly encouraged before applying. Contact the school office at admin@embletonschool.uk to arrange a visit or for an informal conversation about the role.

How to apply

Please apply using the Pele Trust application form, with a covering letter of no more than two sides of A4 setting out your suitability for the role, to Sally Cram at sally.cram@belsay-school.uk.

Download the application form at docs.google.com/document/d/1SRPH-kBS4WBTLS_I_0TqTvgjXf4LmfEh — you can either download it as a Word document, or make your own copy and fill it in as a Google document.

SAFER RECRUITMENT

Pele Trust is committed to safeguarding and promoting the welfare of children. This post requires an enhanced DBS check. As part of our safer recruitment process, online and social media checks will be carried out on shortlisted candidates, and references will be sought in advance of interview.

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