



JOHN GULSON
PRIMARY SCHOOL

Office Manager
January 2026

CANDIDATE PACK



Contents Page

1. Welcome from the Headteacher.....	
2. Welcome from the Head of Teaching, Learning and Curriculum and the Head of Safeguarding, SEND, Behaviour and Pastoral Care.....	
3. Mission, Vision and Values	
4. School Context	
5. Governance	
6. Staff Structure	
7. School Improvement Targets 2024-2025	
8. Equality and Inclusion	
9. Job Advert.....	
10. Job Description	
11. Person Specification	
12. Staff Wellbeing	
13. Professional Development	

WELCOME FROM THE HEADTEACHER



Thankyou for taking an interest in the post of KS2 Class Teacher at John Gulson Primary School. I hope this candidate pack will give you information and insight into our school and the community we serve.

My name is Mrs Watson and I am very proud to be Headteacher of such a richly diverse school community in which different languages, cultures and religions learn together and from each other.

Our mission is to ensure that all members of the school community has passionate ambition and commitment to learning; we recognise the uniqueness of every individual in the pursuit of excellence. Our mission is driven by our desire to offer the best education for our pupils in partnership with parents, carers, Governors and the wider community. We believe our approach will inspire a love of learning and unlock the talents that lie within all of our children, preparing them to be kind, happy, successful and responsible citizens of the future.

We are a friendly, caring school with high expectations for all our pupils and a strong commitment to the mental health and wellbeing of all within our community. Our children are encouraged to explore, discover and question through a range of exciting learning opportunities both within and outside the classroom. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued.

Mrs V Watson

MESSAGE FROM THE HEAD OF SAFEGUARDING, SEND, BEHAVIOUR AND PASTORAL CARE



My name is Suzanne Webberley Holmes and my role in school is Head of Safeguarding, SEND, Behaviour and Pastoral Care. I have worked in the school for a number of years in different roles and took up this new post in April 2021. I am a qualified SENDCO and recently achieved my NPQH qualification. My role centres around supporting children and families, in particular those with additional vulnerabilities, to access high quality provision which meets their needs and also ensure any additional needs are met. Safeguarding is of the highest importance at our school and is at the heart of all we do in school and is central to all of my role. Part of my role is to lead on behaviour and we work hard at school to ensure our approach is built around relationships and good choices. I lead a team of pastoral staff and oversee our nurture provision and EAL provision. The children and families and staff at John Gulson are a joy to work alongside.



JOHN GULSON PRIMARY SCHOOL

MISSION STATEMENT

John Gulson Primary School reflects passionate ambition and commitment to learning and we recognise the uniqueness of every individual in the pursuit of excellence.

VISION

Our mission is driven by our desire to offer the best education for our pupils in partnership with parents, carers, Governors and the wider community. We believe our approach will inspire a love of learning and unlock the talents that lie within all of our children, preparing them to be kind, happy, successful and responsible citizens of the future.

VALUES



SCHOOL CONTEXT

John Gulson Primary School is a 2FE school, with 3FE in Year 2. We have a 39-place morning Nursery provision. We are based within an area of high deprivation in central Coventry (Foleshill). The school ranks amongst the top 20% in terms of deprivation (idaci 0.36). There are high levels of mobility within the school. At our recent OFSTED inspection (June 2024), we were graded as Good in all areas and Outstanding for Personal Development. The school is an incredible place to work, with fantastic families, children and staff team.

Currently, numbers in each year group as follows:

NURSERY – 36

Reception – 60

Y1 – 60

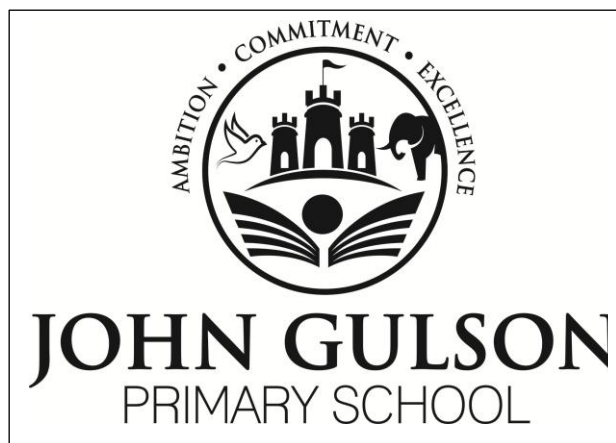
Y2 – 84

Y3 – 63

Y4 – 63

Y5 – 63

Y6 – 64



34.6% of pupils are disadvantaged (compared to 25.7% nationally).

67.7% of pupils have English as an additional language (compared to 21.4% nationally).

18% of pupils have SEND – 3% EHCP and 15% SEND support (compared to EHC 5.3% and SEND Support 14.2% nationally).

Attendance for the 2024-2025 was 94%; punctuality is improving and processes to tackle absenteeism and poor punctuality are robust.

GOVERNANCE

Name:	Role:
Azhar Minhas	Chair of Governors
Val Baker	Vice-Chair of Governors
Victoria Sumner	Headteacher
Tuhin Ahmed	Co-opted Governor
Khadija Chbihi	Parent Governor
Wynter Proud	Staff Governor
Dani Sheldon	Co-opted Governor
Rebecca Ibrahimi	Co-opted Governor
Vacancy	Co-opted Governor
Vacancy	Co-opted Governor
Vacancy	Co-opted Governor

STAFF STRUCTURE 2025-2026

SENIOR LEADERSHIP TEAM

**SCHOOL BUSINESS
MANAGER**
MRS. L DAVIS

HEADTEACHER
MRS. V WATSON

**HEAD OF SAFEGUARDING,
SEND, BEHAVIOUR AND
PASTORAL CARE**
MRS. S WEBBERLEY-HOLMES

**DEPUTY HEAD OF SEND
AND BEHAVIOUR**
MRS. P NASH

**DEPUTY HEAD OF
CURRICULUM**
MRS. H WILSON
(Maternity Leave)

**DEPUTY HEAD OF
TEACHING AND LEARNING**
MRS. V GREEN

PHASE LEADERS

**PHASE LEADER EYFS &
YEAR 1**

MISS J. HARRIS

**PHASE LEADER YEARS
2 & 3**

MRS. W PROUD

**PHASE LEADER YEARS 4,
5 & 6**

MRS P. NASH

OFFICE AND ADMIN TEAM

OFFICE MANAGER
VACANCY

ADMIN ASSISTANT
MISS C. WEST

ADMIN ASSISTANT
MRS K. WELLS

TEACHING TEAM

EYFS

MISS J. HARRIS
MRS Z. HORNE
MISS A. BACCIOCHI

KS1

MISS G. YMAI
MISS E. BAKER
MISS K. FROST
MISS M. STOUT
MRS S. MINARD (MATERNITY)
MRS H. FERGUSON
(MATERNITY COVER)

LKS2

MRS W. PROUD
MISS L. BLACK
MISS J. KAUR
MISS H. WADMAN
MRS N. SOOD

**SPORTS & FOREST
SCHOOL LEAD**

MR S. NASH

UKS2

MRS B. JONES
MRS P. NASH
MRS V. GREEN
MRS J. NEWTON

PASTORAL, NURTURE AND INCLUSION TEAM

**FAMILY SUPPORT
WORKER**
MR. M SHEBL

LEARNING MENTORS
MISS L SIMPSON / MRS. S
KUBRA

**ATTENDANCE OFFICER / KS2
LEARNING MENTOR**
MR. J-P MBARUSHIMANA

NURTURE
MRS. R ADAMJEE

**TRAINEE SCHOOL
COUNSELLOR**
MISS. L SIMPSON

SALT
Miss A. KOLA

**HLTA MANAGER: NEWLY
ARRIVED LANGUAGE
ACQUISITION & YEAR 6
SUPPORT**
MRS. B JANDU

NESTLINGS
MISS R. WHITEHEAD
MRS A. DAS
MISS O. IRIEKPEN
MRS M. ENOILA

NEST
MISS R. WHITEHEAD
MRS S. KUBRA
MRS S. RASHID
MISS A. KOLA

HLTAs

MRS. R ADAMJEE
MRS. S HUSSAIN
MRS. B JANDU

MR. J ROWSTRON
MRS. S KHAN
MRS. F KHALIFA

TAs

MRS. F BHAYAT
MRS. A KHALIFA
MRS. A MANGARIA
MISS S. BABU
MISS. M HO

MRS. M KAUR
MRS. K PATEL
MRS. A DAS
MRS. N HUNJAN

MRS. A CHOUDHURY
MISS. A KOLA
MRS. R MOOSAGEE
MRS. S MOOSAGEE

LUNCHTIME STAFF

MRS F. DEDAT
MRS R. RYATT
VACANCY

MS. S. JAWAD
MRS B. ISMAEEL
MRS K. JEMIGBON

SITE STAFF

MR P. GASCOIGNE
MRS S. HAYES

MRS. J. DAKIN
MRS T. BROWN
MRS S. KHAMIS

SCHOOL IMPROVEMENT TARGETS 2025-2026

The Year of EYFS: 'Play is the highest form of research' Albert Einstein

Objective 1

Use up-to-date research to implement high quality and age appropriate EYFS practices throughout the school.

Objective 2

Use AI efficiently to support staff wellbeing.

Objective 3

To use AI and Technology effectively to support inclusion and increase curriculum access and outcomes for children.

Objective 4

To use recent reviews about poverty and disadvantage in UK primary schools to further develop our practice, offer to our children and further close the disadvantage gap in all aspects of school life.

Objective 5

To review the PSHE / RHE offer to reflect school, local and national needs.

Objective 6

To respond to the Curriculum Review outcomes in line with the needs of our children and our school context, with a particular focus upon Writing.

EQUALITY AND INCLUSION

EQUALITY STATEMENT

All pupils and members of staff at John Gulson Primary School Primary School are provided with opportunities to fulfil their potential without discrimination of any kind, as referenced in the protected characteristics of the Equality Act 2010.

Our school aims to meet its obligations under the public sector equality duty by having due regard to the need to:

- Eliminate discrimination and other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations across all characteristics – between people who share a protected characteristic and people who do not share it

The above applies to adults and children alike.

At John Gulson Primary School, we two assemblies per week are based upon teaching about the protected characteristics; this is done via the sharing of high-quality, age-appropriate texts.

Our school improvement plan identifies how we will ensure that we have an explicit focus upon equality for each of our objectives.

INCLUSION

We are committed to using our best endeavours to provide an appropriate and high-quality education for **all** children at our school which enables them to

- Achieve their best
- Become confident individuals living fulfilling lives
- Make successful transition to their next phase of education.

We consider **every teacher to be a teacher of every child**, including those with special educational needs and disabilities.

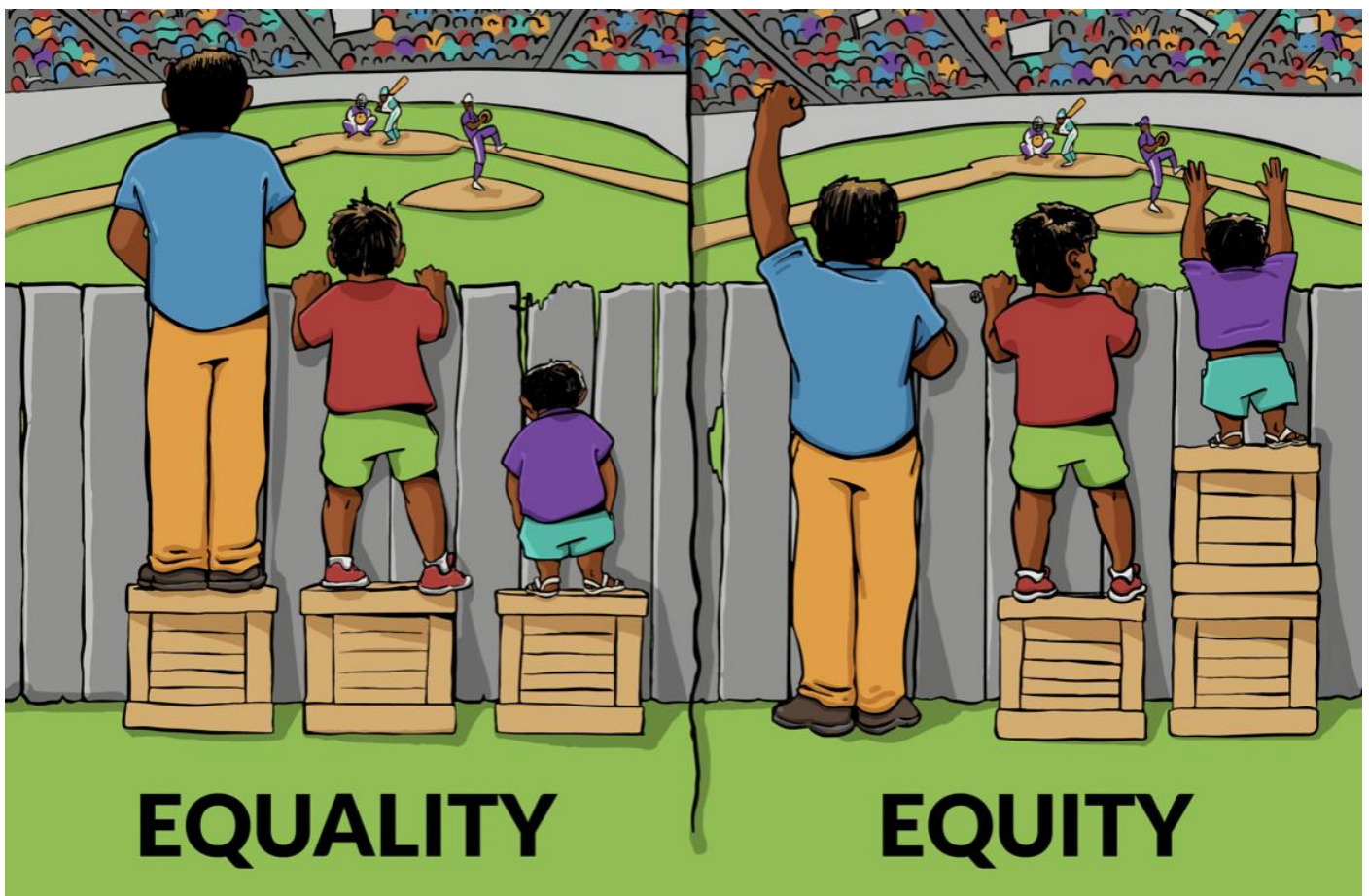
We have the highest aspirations and expectations for all pupils, including those with special educational needs.

We aim to achieve a community where parents and those working in school have a mutual trust and confidence in each other, created through clear, consistent approaches to communication and collaborative working, to enable outstanding outcomes for all children, including those with SEND.

We aim to provide all children, including those with special educational needs and disabilities, with a broad, balanced academic and social curriculum, which is accessible and ensures they are fully included in all aspects of school life and feel equally valued and contribute fully to the school community.

To achieve this we will:

1. Strive to establish a fully inclusive school, eliminate all prejudice and discrimination and create an environment where all children can be happy, progress and feel safe.
2. We will respond to learners in ways which take account of their varied needs and life experiences, moving away from an approach that locates a problem within the child, but means doing everything we can to meet a child's SEN.
3. We are committed to identifying a pupil's special educational needs at the earliest point and then making effective provision as this is known to improve long term outcomes.
4. Working in close partnership with parents to achieve these aims, we are committed to parents participating as fully as possible in decision making and being provided with information and support necessary to enable this.
5. Support pupils themselves to participate in discussions and express their views and be fully involved in decisions which affect them encouraging them to become increasingly effective self-advocates.
6. Work in close partnership with a range of specialist agencies to enable us to provide effective targeted support.
7. Provide support, advice and training for all staff working with pupils with special educational needs to enable them to be increasingly able to adapt teaching to respond to the strengths and needs of all pupils.



OFFICE MANAGER GRADE 5

**31.25 hours per week, TTO 39 weeks/ Permanent
Working times to be agreed**

Required January 2025

Are you looking to join an innovative school, on their amazing journey and make a real difference to children and their families? Are you passionate about your own career development? If so, then we would welcome your application!

The School Business Manager is seeking to appoint an enthusiastic, highly motivated and flexible Office Manager on behalf of the Head Teacher and Governing Body.

We are looking for an experienced administrator with extensive office experience who can lead a developing school admin team, supporting the wider school community to deliver our mission.

You will:

- Be committed to our school values;
- Put the children first;
- Be able to offer a welcoming and positive reception;
- Work as flexibly as part of a team;
- Be able to work well under pressure in a busy environment;
- Have a clear understanding of school office practices and procedures.

We can offer:

- Kind, caring, hard-working and motivated children;
- Friendly, supportive and motivated staff team who are committed to improvement;
- Positive working environment with a proactive commitment to staff wellbeing;
- A school on a journey of ongoing improvement and development;
- Full commitment to ongoing professional development opportunities.

How to apply

Online @ Further details and application forms can be obtained by contacting Mrs Davis (Business Manager) at l.davis@johngulson.coventry.sch.uk.

Completed application forms should be returned to Mrs Davis at the address above, CV's are not accepted. .

Tours of the school are actively encouraged, please contact Mrs Davis to arrange.

Closing Date:

Safeguarding

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Following recommendations from Keeping Children Safe in Education (KCSIE) an online search may form part of this recruitment process. The successful candidate will be required to undertake an enhanced criminal record check via the DBS and is required to provide two suitable references.



JOB DESCRIPTION

Office Manager

John Gulson Primary School reflects passionate ambition and commitment to learning and we recognise the uniqueness of every individual in the pursuit of excellence.

Job Purpose- The Office Manager's key role is to lead and to be part of a team to deliver efficient and effective administration through the office at John Gulson.

ADMINISTRATIVE DUTIES

- Lead and promote a happy and welcoming office team for all visitors to the school.
- Undertake general office duties including maintaining, updating and promoting all policies and procedures within areas of responsibility
- Support the office team, prioritising workloads, delegating tasks, managing deadlines, managing interruptions and maintaining high standards of work
- Ensure the smooth processing of incoming and outgoing correspondence
- Within the office team, manage and solve queries relating to administrative processes including the school email account, telephone calls, incoming and outgoing post and other school communications such as the weekly newsletter and letters
- Within the wider school team, manage additional school communications including social media and the school website
- Within the office team, create new academic year in Bromcom in a timely manner in which to be able to assist with completing end of year procedures and creating new registers for new academic year
- Within the wider team, manage the school diary and calendar ensuring information is shared with relevant stakeholders as needed
- Liaise and communicate effectively with staff, parents, pupils and others, both verbally and in writing to obtain and provide information in a courteous and supportive manner
- Take responsibility for leading the team on managing visitors into school, endorsing and promoting safeguarding procedures.
- Within the office team, organise tours of the school site for prospective parents and visitors as needed
- Within the office team, arrange hospitality as required
- Manage milk orders and the fruit scheme for all Key Stage 1 and Reception pupils.
- Oversee the office team in all tasks in relation to pupil transfers and admissions; ensure all pupil information is correctly recorded on Bromcom as per school procedures.
- Lead on new admissions, managing the Rising 5s communications between school, parents and the admissions team.
- Ensure admin and school staff maintain pupil filing systems accurately; flag up concerns to HT and SBM as they occur
- Within the office team, organise school trips, including letters to parents, demonstrating best value when booking venues and coaches, being mindful of the school calendar, notifying the kitchen of meal requirements in a timely manner, managing permission slips, managing payment systems for parental contributions and maintaining appropriate records

- Within the office team, prepare paperwork for all afterschool clubs including letters, registers and payment
- Liaise with the Headteacher (HT) and SBM and assist the Admin Assistant to manage and record staff absence and book supply cover as needed
- Provide confidential clerical assistance to the Headteacher and Senior Leaders
- Alongside the SLT and Clerk to Governors, support any elections within the school for staff and/ or parent governor vacancies to the Board of Governors
- Alongside the SBM, undertake all work in relation to lettings; receiving and processing bookings, sharing policies and liaising with Site Service Officer and Hirer as required
- Within the wider staff team, help plan and provide support for forthcoming school events
- Liaise with the School Nursing Team to ensure all health screening checks are promoted effectively to parents and staff in a timely manner including assisting on the day if necessary. This includes, flu immunisations, Reception and Year 6 National Measurement Checks, Reception Vision, Hearing and Dental checks
- Within the wider staff team, care for children who are hurt or unwell, including liaising with staff, first aiders, parents, Public Health England (PHE) and the emergency services.
- Liaise with parents and SBM to record and manage allergy, dietary and medical information for children and ensure the safe storage and monitoring of medicines on site
- Input assessment data for Early Years, KS1 and KS2 within statutory timeframes. Liaise with assessment Co-Ordinator and Headteacher to ensure data is correct. Print relevant forms and reports.
- Create reports in the school's MIS system and submit statutory assessment data to the Local Authority via Datalocker following current guidance
- Liaise with extra-curricular club providers to ensure spaces, timetables, letters and payments are managed effectively.
- Support the senior leadership team with correspondence relating to the school's behaviour policy and statutory communication regarding suspensions and exclusions.
- Manage the collation and distribution of end of year reports to parents including assessment and attendance data
- Complete and submit statutory returns, as directed by SBM.
- Liaise with relevant members of the local authority as appropriate and relay key information to relevant staff
- Liaise and support with the school PTA with regard to PTA events, parent communications, Rising 5 parents' evening, fundraising and school events
- Support effective Health and Safety procedures including Fire Evacuation and Lock Down processes, this includes responsibility for the registers and grab bag
- Liaise with SBM completing new starter staff paperwork and induction paperwork and create new staff ID badges.
- Line management of the office team, training when required and completion of professional growth meetings, reviews or 1:1 meetings that supports performance in their roles.
- Support the SBM with management of the lunchtime supervisors.

Financial

- Ensure the accurate input of data onto the school accounting system (Bromcom) including purchase orders, deliveries and invoices as per school procurement policy.
- Within the office team, check deliveries, manage distribution and follow up on discrepancies
- Make purchases externally as and when required; instore and online.
- Within the office team, deal with purchasing and delivery queries, liaising with SSO and SBM as needed
- Within the office team, create and maintain spreadsheets for trips and extracurricular activities, chasing outstanding payments and permission slips
- Within the office team, set up MCAS for each activity, ensure the collection, reconciliation and recording of payments for various trips, activities and events undertaken by the school

- Ensure all monies received are counted and secured in the school safe and maintain a log of safe contents
- Within the office team, prepare all monies received for secure banking collection
- Be responsible for monitoring and recouping outstanding payments, following school process.
- Within the office team, liaise with the SBM on any financial concerns to ensure effective provision of finances and value for money
- Support SBM with End of Financial Year Process
- Assist SBM in the preparation of any school audits
- Assist SBM and HT in the production, monitoring and maintenance of school policies
- Order, monitor and manage the consumable stock, ensuring best value following the school's purchasing process.
- Ensure reprographic equipment is maintained including ordering replacement consumables and resolving issues as needed
- Source promotional and branding goods and materials for the school as directed by the Headteacher/SBM.
- Source and co-ordinate end of year arrangements and awards for Year 6 pupils
- Manage and record overtime and payroll entries for casual employees based at the school.

GDPR

The General Data Protection Regulation (GDPR) is a legal framework that sets guidelines for the collection and processing of personal information

- Ensure confidentiality and integrity is maintained at all times following GDPR guidance and seeking advice from the DPO as required and promote this within the team.
- Attend relevant training to ensure understanding and responsibilities
- Process relevant information for GDPR within the requirements of the school
- Produce documents and records as required under the guidance of the SBM (school DPO) and the Data Protection Officer at the LA Any other duties and responsibilities within the range of the salary grade

Reviewed: November 2025

Safeguarding Children and Safer Recruitment this school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The Cleaner plays a role in this within the school and the post is subject to enhanced DBS disclosure, and reference checks.

Personal Specification

Job Title: Office Manager

Job Number:

Directorate: People Directorate

Post Number:

Service: Services for Schools

Grade: 5

Location : John Gulson Primary School

Factor	Essential	Desirable
---------------	-----------	-----------

Qualifications	<ul style="list-style-type: none"> • Good basic education to GCSE standard or equivalent • GCSEs in English and Maths or equivalent 	
Experience	<ul style="list-style-type: none"> • Proven clerical background within a school covering activities such as filing, maintenance of records, using the telephone, dealing with people. • Working within a busy school office. • Line management of admin staff 	<ul style="list-style-type: none"> • Financial procedures within school
Knowledge and understanding	<ul style="list-style-type: none"> • An understanding of basic administrative procedures. • An understanding of school processes; dinner money/ attendance • Knowledge of safeguarding with schools • An understanding of school Management Information Systems; Bromcom. • An ability to use all office equipment within the context of Health and Safety Regulations. • Awareness of performance management process 	<ul style="list-style-type: none"> • Understanding of fundraising within schools
Skills	<ul style="list-style-type: none"> • Able to work collaboratively as part of a team, supporting when required. • Can lead a team in a high pressured environment • Work independently and manage own workload. • Able to communicate, and enjoy working, with children, parents/ carers in a sensitive and caring manner within a multicultural setting. • Able to prioritise and organise workload to meet deadlines. • Able to stay calm in pressurised environments and follow agreed procedures. • Able to use Microsoft packages; create and update spreadsheets, word documents, publisher, Outlook. • Able to recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act and GDPR. • Able and willing to undertake staff training and development courses. • Able to provide flexible support to meet operational needs. • Promote a positive environment for all stakeholders 	<ul style="list-style-type: none"> • Ability to Develop publications to promote school information
Personal characteristics and abilities	<ul style="list-style-type: none"> • Endorses a 'growth mindset' in all areas of professional life • Good team player • Leads by example • Shows willingness to contribute to the whole school community, in and out of the office. • Flexible and adaptable • Organised and able to prioritise, meeting all deadlines • Energetic and positive • Ambitious for self and pupils 	

	<ul style="list-style-type: none"> • Good sense of humour • Committed to improving own practice 	
Special requirements	<ul style="list-style-type: none"> • An enhanced DBS check is required 	

Reviewed November 2025

STAFF WELL-BEING

At John Gulson Primary School, staff well-being is central to who we are and what we do. Staff well-being comes in various guises; we are robust in ensuring that our approach to well-being is not tokenistic but rather has demonstrable impact of the working lives of all staff within our care.

We have 3 policies bespoke to staff well-being:

1. Staff Well-Being Policy;
2. Menopause Policy;
3. Staff Domestic Abuse Policy.

On a practical, day-to-day basis you can expect:

1. Joint PPA with your year group colleague in a half-day block to encourage collaborative thinking and support. This can be taken on- OR off-site;
2. A commitment to reducing unnecessary workload;
3. One INSET Day per year dedicated to well-being;
4. One staff meeting per term dedicated to staff well-being;
5. Access to counselling via the Promoting Health at Work process;
6. A supportive SLT with an open door policy;
7. Ongoing commitment to professional development, ranging from developing classroom practice to developing yourself via higher education or completion of a NPQ;
8. A real commitment to work-life balance.
9. We have 8 adult mental health first aiders, consisting of a variety of staff within a variety of roles to provide expert support where required.

PROFESSIONAL DEVELOPMENT

Access to consistent, quality professional development is essential within a school system that is constantly changing and developing.

We place CPD as a key priority for all staff members in all roles:

1. Weekly staff meetings based around coaching and mentoring;
2. Annual meetings with the Headteacher to discuss wellbeing and best ways every staff member can be supported;
3. Access to an Education and Training grant to support additional qualifications
4. Access to ongoing training bespoke to your role in school;
5. Access to networking via our involvement with the Compass network within Coventry;

6. A developing peer support system;
7. Access to a range of qualification opportunities including NPQs and higher education opportunities.

We want to invest in our staff and their professional development; not only is it our job as a school to ensure we have the highest calibre of expertise, but it is our job to develop the next generation of school leadership. This is a job we take extremely seriously.