



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Office Manager

Permanent Position

Information for prospective
members of staff



Appointment of an Office Manager for an immediate start

St Joseph’s College is seeking to recruit an Office Manager for an immediate start. The appointed candidate will manage two Receptionist/Administrators and work together with those staff to cover all tasks and duties required of the Front Desk and back-office administration for both Prep and Senior School.

The position is a full-time/permanent role for 52 weeks and the hours of work are Monday to Friday, 10am to 6pm during term time (including inset, training and admin days), and 8am to 4pm during school holidays.

The administrative office of the College is small and it is necessary for the Office Manager to support the Receptionist/Administrators with covering the switch-board and dealing with visitors to the College.

Closing Date: 12 noon – Friday 1 August 2025.

Interviews are likely to take place on Tuesday 5 August 2025.

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Message from the Head, Mrs Laura Stotesbury



Thank you for your interest in St Joseph's College. I am delighted that you are considering our school and I trust that this recruitment pack will provide you with the information you require both about the post and the College.

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. There is a real appetite for what we have to offer as both an educational establishment and an employer.

The College seeks to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, where pupils develop the attributes of commitment, collaboration, confidence, communication and compassion through the various aspects of school life. The College is a very happy place, and colleagues enjoying working here.

I hope that you will want to apply for this post. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

Mrs Laura Stotesbury
Head

Watch [our video](#) about what it is like working at St Joseph's.

About the Role

The Office Manager will ensure the smooth day-to-day operation of administrative services at the College and will report directly to senior management.

They will manage and oversee key operational functions at the College including pupil transport, school lettings, event ticketing and various administrative processes. The Office Manager will be a central point of contact for internal and external stakeholders and manage the two Receptionist/Administrators who are the first point of contact for all visitors to the College.

The role requires excellent organisational and communication skills, the ability to manage multiple priorities efficiently, and a proactive approach to supporting both the Prep and Senior schools across a wide range of administrative tasks. The successful applicant will have the ability to work on their own initiative and to prioritise effectively. They will also have good levels of stamina, loyalty and a sense of humour.

The College has networked administration systems and the standard software package used in the school is Microsoft Office 365, as well as a range of Management Information Systems including Schoolbase.

It is essential that the successful applicant has excellent IT skills but full training on our various packages will be provided.





Areas of Responsibility and Key Tasks

Main activities and responsibilities

- Manage Receptionists/Administrators
- Act as first point of contact with bus operators for pupil transport and deal with any parent queries.
- During the Summer holidays work closely with the bus operators to understand the number of annual and termly passes sold, before deciding if there is available capacity for the sale of bundled tickets. Followed by communicating with bus operators of SJCR requirements for the start of the new academic year.
- Review termly with the bus operators the capacity on buses, in case decisions need to be changed mid-year.
- Act as cover for Reception during critical points in the school day.
- Manage the sale and allocation of tickets for School events via Try Booking.
- Arrange reserved VIP seating as required.
- Manage the letting of interior school spaces, providing a full end-to-end service - maintaining the lettings inbox, liaising with the Site & IT Teams with regards to access, invoicing & chasing payments.
- Assist the Head and the Head of External Relations & Admissions with the administration of Fees Assistance Scheme, liaising with BAA as required and reporting back to the Head and sending communications as per the schedule. Maintain the Fees Assistance mailbox.
- Ensure the School registration and attendance process is completed daily and work closely with DSL when discrepancies occur.
- Provide cover for the front desk for evening events.
- Attend weekly Facilities meeting with special focus on lettings and raise any concerns with potential clashes.
- Oversee the minutes of the weekly staff briefing and whole staff meetings.
- Send School Post communication as required.
- Assist the Teachers with transport arrangements for school trips and events, generate quotes and provide costings.
- Ensure school mobile phones used for trips are logged and in working order ready to distribute to teachers.
- Manage the minibus booking system.

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Areas of Responsibility and Key Tasks continued

- Oversee the Receptionist who monitors the consumption of stationery, placing replacement orders as required.
- Act as Fire Warden assisting the Estates Bursar in the conduct of fire and emergency evacuation procedures. Ensuring the staff list and pupil registers are up to date and completed in a timely manner for the evacuation bag.
- Manage the wine stock for events.
- Reporting any building and equipment faults to the Estates Bursar (ensuring that College Head is made aware of any serious problems).
- To be a qualified first aider and provide a first aid service to the senior school, if required. Assisting the Receptionists with pupils sent to the office on account of illness, arranging collection by parents where appropriate and document in the College MIS database. Ensuring stock of First Aid kits.
- Ensure first aid records are updated where applicable. Produce allergy & dietary requirement reports on all students (Prep & Senior) and distribute to the College. Maintain EpiPen list in staff room and liaise with all parents to ensure the correct medication is stored in school for students with serious allergies.
- To book twice a year (six-monthly) First Aid courses (through one agreed provider) for those identified through HR and co-ordinate with line managers, attendees and arrange room booking and facilities.
- Support the College Deputy Heads with admin support and delegate to Receptionist/Administrators where appropriate.
- Work with College Deputy Head (Senior) with organisation and administration for Prize Giving.
- Support, if required, with administration for exam access arrangements.
- Ensure Receptionist/Administrator staff support with admin around costume return.
- The administrative staff of the College is small and at times, it is necessary to support colleagues, for example by operating the switchboard, taking messages, finding a pupil for a parent, or helping prepare an urgent mailing. Members of staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Cover sickness absence of Receptionists during term time

The post is full-time, all-year round. Holiday outside of term time will be approved upon confirmed cover provided by a Receptionist/Administrator. Work outside of working hours to be accrued.

This list is not exhaustive but rather an indication of the main requirements of the role.

Conditions of Service

The position is a full-time, permanent role for 52 weeks and the hours of work are Monday to Friday, 10am to 6pm during term time (including inset, training and admin days), and 8am to 4pm during school holidays.

The contract is 52 weeks which includes 5.6 weeks paid leave, including public and bank holidays, which you are required to take as they fall during the year.

There are a small number of weekend and evening commitments during the course of the school year, and these hours can be taken as time off in lieu (TOIL).

Salary is dependent on experience and qualifications. The College has a pension scheme in operation.



Person Specification

Criteria	Essential	Desirable
Education, Qualifications and Experience	GCSE Level or equivalent qualification Proven experience of Office Manager role	Experience of working in an independent school Experience of managing staff
Skills and Attributes	Excellent customer service and communication skills (verbal and written) Good interpersonal skills with a diverse range of people Confident and polite telephone manner Ability to communicate sensitively with pupils, parents and staff Excellent ICT skills (including Office 365, MS Word, Excel)	Knowledge of Management Information Systems, such as Schoolbase
Personal Qualities	Enthusiastic with a can-do attitude and ability to prioritise Flexible, motivated, and able to work independently Ability to establish good working relationships and work well in a team Trustworthy and able to maintain confidentiality Ability to remain calm under pressure	Solution focused in a 'crisis'
Other Requirements	Fully supportive of the College's Catholic tradition Commitment to the ethos of the College Commitment to safeguarding and wellbeing of all pupils	Commitment to the whole life of the College Able to promote the image of the College through an articulate and confident approach First Aid qualified



About the College

St Joseph's College is the leading independent day school for boys and girls aged 3 to 18 in Berkshire. It is fully co-educational and consists of the Senior School (ages 11 to 18) and the Prep School (ages 3 to 11). The Senior School and Prep School are located within a single campus.

Awards

The College has won several awards over recent years including TES Independent School of the Year, Outstanding Progress at the Education Business Awards and Outstanding Leadership Team at the Leadership Awards.

Ethos

St Joseph's is a Catholic school welcoming pupils of every faith or no faith. Pupils are educated in an atmosphere where Christian values and standards are recognised and established. The size of our classes means everyone receives the individual guidance and support they need to achieve their potential. Staff, pupils and parents form strong links, with a focus on both the academic progress and the well-being of each pupil. We encourage all pupils to develop an awareness of their own role in society.

Points of Entry

The main points of entry to the school are at age 3, 11, 13 and 16. Entry into the Senior School is by formal assessment, and around 60% of applicants to the Senior School are from maintained primary schools.

Leavers' Destinations

The majority of Sixth Form leavers go on to their choice of university to study a diverse range of subjects. Examination results are strong and improving year-on-year, however our focus is very much on producing young adults who also have skills for life such as confidence, social skills and a good understanding of the world around them.

Recent Developments

During the past six years the Governors have taken a number of measures to develop the College. In addition to becoming co-educational these include an emphasis on marketing and a substantial investment in facilities, buildings and staff. Consistently rising pupil numbers provide momentum for growth and the confidence to make further investment.

The Future

Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, are often commented upon by visitors and parents. We are proud of this and it is one of the most rewarding aspects of working here.

Our Mission and Aims

At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfill their potential in a community founded on Catholic Christian values.

We aim to develop life skills of compassion, commitment, collaboration, confidence and communication in each pupil, throughout each of their years at the school.

The College's ISI inspection took place in May 2022

The Educational Quality Inspection report examines the quality of the school's work and focusses on two key outcomes:

- The achievement of the pupils, including their academic development, and
- The personal development of the pupils.

Their key findings were that the quality of the pupils' academic and other achievements is good. They commented that 'pupils have a strong focus in lessons and work positively both as independent and collaborative learners'.

They found that the quality of pupils' personal development is excellent, noting that 'pupils have a very positive attitude towards supporting other people both within the school and wider community', and 'pupils embrace positively the diversity of their school and respect and value their differences.'

The school scored highly in other areas too, with inspectors praising the co-curricular opportunities offered by the school, noting 'pupils achieve success in a wide range of activities both within and beyond the classroom and they gain valuable new skills from their involvement'.



Regulatory Compliance Inspection Report

Regulatory compliance inspections from ISI focus on whether the school meets the Education (Independent Schools Standards) Regulations and the Early Years Foundation Stage Statutory Framework. These are the national standards for all independent schools. In each of the eight discrete areas, including all areas relating to safeguarding, the inspectors found that 'the standards are met'. This is the highest possible achievement under this current inspection framework and is a huge accolade.



Why St Joseph's?

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed
- Education for boys and girls from age 3 to 18
- A varied curriculum and excellent facilities
- A strong sense of community
- High academic reputation
- Wide range of extra-curricular activities including a strong tradition of music and drama

St Joseph's is staffed by teachers who combine the best in traditional educational values with a sharp awareness of what is appropriate for pupils who need to be prepared for the twenty-first century. Our pupils are encouraged to be confident, questioning, independent learners, whilst at the same time developing a moral and spiritual sense of purpose in their lives and in their studies.

Salary

The College has its own salary scales, with starting salaries dependent on the experience and qualifications of the successful candidates. Salary scales are reviewed annually by the Governors, to ensure they remain competitive. Annual salary is paid by bank transfer on the last working day of each month, in 12 equal monthly instalments.

Non-contractual benefits

School fee reduction

Staff at St Joseph's College (who are not employed on casual contracts) are eligible for a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff, subject to their child(ren) meeting the entrance requirements.

Childcare vouchers

St Joseph's participates in the government's salary sacrifice childcare voucher scheme or government tax-free childcare scheme.

Pension

The college participates in a contributory pension for non-teaching staff. Further details are available from the Bursar's office.

Drinks and snacks

Tea, coffee and biscuits are available to all staff at break time, and there is access to hot drinks throughout the day. Snacks and light meals are provided to staff when working later in the evening for school events.

Lunch

A duty meal may be obtained from the Dining Hall between 12.00pm and 2.00pm.

Laptop

Teaching staff are loaned a school laptop to assist with their teaching and administration, and docking stations are available throughout the school.

Use of a private vehicle

Subject to a journey being approved by the Bursar or Head, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

Car parking

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

Counselling

Staff have access to a 24 hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

Legal advice

Staff have access to a 24 hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

Healthcare helpline

A telephone based healthcare support service is available to all staff at no cost.

Swimming pool

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

CPD and training

Professional development is nurtured and encouraged. The school has a full annual INSET programme and staff have access to the National College Platform. There is strong support for new teaching staff. Early Career Teachers can undertake their accredited ECT years through the Independent Schools Teacher Induction Panel and a number of members of staff have completed teaching qualifications whilst employed at St Joseph's.

Staff Room

There is a professional, friendly and supportive Staff Room, together with departmental workspaces throughout the school.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.





Appointment Procedure

- Applications will only be accepted from candidates completing the College Application Form in full, accompanied by a covering letter.
- The covering letter should illustrate specifically why you think you should be considered for this role, giving clear evidence of how your skills and experience meet the requirements of the role. You should give clear examples, and relate these to the job description and person specification.
- These should be emailed to recruitment@sjcr.org.uk or alternatively sent by post to Mrs Guest, HR Coordinator, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.
- **Closing Date: 12 noon, Friday 1 August 2025.**
Interviews are likely to take place on Tuesday 5 August 2025.
- All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current or most recent employer. For shortlisted applicants for teaching posts, references may be taken up prior to interview.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website: <https://www.sjcr.org.uk/vacancies/>

Interview Process

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- During your visit you should expect to attend a number of interviews with different members of staff. We will also assess your suitability to work with children.
- The interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- The College requests that all candidates invited to interview also bring with them:
 - A birth certificate, a current driving licence including a photograph and a passport
 - A utility bill or financial statement issued within the last three months showing the candidate's current name and address
 - Where appropriate any documentation evidencing a change of name
 - Proof of entitlement to work and reside in the UK

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.



How to find us

- St Joseph's College is situated in central Reading, near the University and the Royal Berkshire Hospital. It is close to the M4 (Junction 11) and has excellent transport links.
- If travelling by train, the school is approximately 20 minutes' walk from Reading Station, or alternatively there are a number of local buses that stop close by.
- To accurately locate the College entrance at 64 Upper Redlands Road on some GPS satellite navigation systems it may be necessary to use the postcode RG1 5JP.

