



**Kingsbourne
Academy**

Office Manager

Job Application Pack



Welcome to Kingsbourne Academy



Kingsbourne Academy will be the first new school to be built in Cheshire East since the local authority was formed in 2009, marking a significant moment for the growing Nantwich community.

Opening in September 2026, the school will welcome its very first cohort of Reception pupils, with a planned year-on-year expansion as demand for primary places continues to rise. This is an exciting opportunity to lead a brand-new school with no legacy issues, no inherited culture, and the freedom to shape everything from the ground up.

The state-of-the-art new building has been designed to create an inspiring, modern learning environment, with light, flexible spaces and excellent outdoor areas that support imaginative play, exploration and the highest standards of teaching. As the school grows year on year, you will have the opportunity to shape how these facilities evolve to meet the needs of future pupils.

This is a unique chance to grow a school, its ethos and its community from its very foundations.

About the role

We are seeking an exceptional individual to join Kingsbourne Academy as our Office Manager; a key member of our founding team.

Kingsbourne Academy is a brand new primary school opening in September 2026, and this role presents a rare and exciting opportunity to help establish the systems, culture and daily rhythm of a school from the very beginning.

As the first point of contact for families, visitors and the wider community, you will play a pivotal role in shaping the experience of everyone who walks through our doors. This is more than an administrative role, it is an opportunity to help build something special.

As a founding member of staff, you will work closely with the Head of School and wider trust team to establish strong systems, high standards and a warm, welcoming environment for all.

Most importantly, we are looking for someone who wants to help build something exceptional, setting the tone, standards and experience for our school from the very beginning



Key responsibilities



The role will include:

- Acting as the first point of contact for parents, visitors and external agencies
- Managing communication, including emails, phone calls and correspondence
- Maintaining accurate pupil records, admissions and attendance systems
- Supporting the Head of School with administrative and organisational tasks
- Assisting with HR processes, recruitment and onboarding
- Supporting the organisation of school events and activities
- Ensuring compliance with policies and procedures
- Contributing to the smooth running of the school on a daily basis

We are looking for someone who:

- Is highly organised and able to manage multiple priorities
- Has strong communication skills and a warm, approachable manner
- Can build positive relationships with children, families and colleagues
- Is calm, professional and able to work under pressure
- Takes initiative and is confident working independently
- Has experience in a customer-focused administrative role
- Is comfortable using technology and learning new systems

Why North West Academies Trust?

At the North West Academies Trust we believe that an aspirational and inspirational education is the right of every child. Our success is driven by a commitment to relentlessly work to improve standards and outcomes for our pupils.

As specialists in providing high quality education, we are passionate about supporting schools within their communities and helping to ensure outstanding learning opportunities for every child.

As part of NWAT we believe that the best possible education can only be provided if children are happy, well-fed and well-cared for. We understand that children learn best through experiences and that skills should be learned through fun, excitement and challenges. Residentials, swimming, inter school sports and special days out take pride of place on all the Trust school calendars

We believe our schools should inspire excellence, offering world-class, safe environments where both students and staff can thrive in and out of the classrooms.



For our staff, we offer:

Enrolment to the Medicash Proactive Health Plan to help with costs of everyday healthcare.

Bespoke professional development opportunities.

Access to 24/7 Employee Assistance Programme.

Accredited counsellor to offer wellbeing support for all staff.

Positive recognition culture.

Open door policy for communication across the Trust.

Opportunity to contribute to the growth and development of NWAT.

“Opening Children’s Eyes to the Wonderful World of Possibility”

Recruitment information

How to apply

If you have any questions regarding the role please contact Claire Booth at cbooth@nwatrust.co.uk, applications forms are available to download from the following link: northwestacademiestrust.co.uk/job-vacancies/ and should be returned to cbooth@nwatrust.co.uk by the closing date.

Safeguarding Commitment

The North West Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced Disclosure and Barring Service (DBS).

Diversity in the Workplace

The North West Academies Trust values diversity in the workforce and is committed to ensuring that throughout the recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

Key information

Contract: Permanent

Hours per week: Full time, term time only (plus INSET days)

Salary: Dependent on experience

Responsible to: Head of School, Kingsbourne Academy

Start date: August 2026

Key Dates:

Closing date: Monday, 26th June 2026

Interview date: 30th June 2026

Kingsbourne Academy

Richard Gibson Road

Nantwich

CW5 6XS

