

The Street, Worthing, West Sussex BN13 3UU  
Tel: 01903 871214  
E-mail: [office@claphamandpatching.co.uk](mailto:office@claphamandpatching.co.uk)  
Website: <http://www.claphamandpatching.co.uk>



Head of School: Justine Chubb

## Office Manager and Designated Safeguarding Lead (DSL)

**NJC GRADE 6, points 9 - 12**

**£26,409 - £27,711 per annum (£23,260.23 - £24,407 pro rata) + Additional DSL responsibility payment**

**Full-Time, Term Time Only (Plus two additional weeks of which include INSET days) 8:00 am – 4:00 pm Monday to Friday and 8:00 – 3.30pm Friday 37 hours per week with 30 minutes lunch (unpaid) Hours may be negotiable**

**Clapham and Patching CofE Primary School have an exciting opportunity for an Office Manager starting in April 2025**

We are seeking a candidate who:

- can demonstrate excellent interpersonal and written and verbal communication skills
- is focused and can demonstrate effective problem-solving skills
- is proactive and shows exceptional organisational and time management skills
- shows professionalism and attention to detail
- is friendly, kind and approachable
- can offer support to Head of School
- has a willingness to develop new skills

We can offer you:

- a friendly and supportive team
- the opportunity to work with well-motivated children and supportive parents
- free well-being and medical support cover
- the opportunity to be part of the South Downs Education Trust
- free use of our fitness suite at Worthing High School
- full package of DSL training and support

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from the links on the school website at [www.claphamandpatching.co.uk](http://www.claphamandpatching.co.uk) and [www.worthinghigh.net/vacancies](http://www.worthinghigh.net/vacancies) or from the School by phoning 01903 871214. Further information about the school and details of how to apply can also be obtained from the school website.

- **Completed applications should be sent to Justine Chubb, Head of School, c/o [office@claphamandpatching.co.uk](mailto:office@claphamandpatching.co.uk) or sent to Clapham and Patching CofE Primary School, The Street, Clapham, West Sussex, BN13 3UU**
- **Closing date for applications is Monday 31<sup>st</sup> March at 9.00am- an early application is advised as we reserve the right to close the vacancy early if sufficient suitable applications are received.**

**Interviews will be held on Wednesday 2nd April 2025**

- Please note, because of the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences.
- South Downs Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

*Clapham and Patching CofE Primary school & Worthing High School are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR. We recognise continuous service from academy/non-academy schools • We recognise continuous service from academy/non-academy schools*