



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Rectory Gardens
Worthing
West Sussex
BN14 7TQ

TEL 01903 235389

EMAIL office@broadwaterce.org

Headteacher: Mr A Morrissey

www.broadwaterce.org

JOB ADVERTISEMENT

Office Manager and Secretary to the Leadership Team

Grade: 8
Hours: 37 hours (5 days) Term time only
Responsible to: Headteacher
This role is for starting in September 2025

Broadwater Church of England Primary School are seeking an Office Manager to lead our happy and committed Office team. They will have the responsibility for managing the overall administrative functions in the school office.

The person appointed will have:

- Ability to complete work to a required standard of accuracy and presentation
- Excellent interpersonal skills
- The ability to remain calm when under pressure and manage time effectively
- Support the school's strong Christian ethos.

Broadwater is committed to safeguarding and promoting the welfare of children, and expects all its staff and volunteers to share this commitment. This post is subject to a full DBS check.

For further details, please contact Mrs Cunningham (office@broadwaterce.org)

Closing date 12 noon on Monday 9th June. Interviews are planned for Monday 16th June.

This advert should be read in conjunction with the Job Description and Person Specification 2025.