# CHRISTCHURCH JUNIOR SCHOOL

## BACKGROUND INFORMATION

Christchurch Junior School is a popular school for 7-11 year old boys and girls, located on the edge of the town centre of Christchurch and is now part of the Twynham Learning Multi Academy Trust – a family of schools comprising of The Twynham School, The Grange, Twynham Primary School, Stourfield Infant School and Stourfield Junior School.

The school moved into brand new, purpose-built, two-storey premises in September 2001. The new school building was designed for 480 pupils and is made up of four 4-class year group areas each with its own toilets and “quiet” room. The building also comprises an ICT suite, library, Base (Resourced Provision for children with complex communication needs), hall and servery, administration areas, medical room, changing room, pastoral care room and SEN support room. A temporary building incorporating classroom, storage, toilets, kitchen and After School Club facilities was added in Spring 2002. The School has recently opened a new building to provide improved Music facilities and a Hall for serving hot meals which can also be used as an additional teaching space, eg for dance and drama. The school has its own playing fields, hard play areas and netball/tennis courts, conservation area and pond.

Classes are organised in four year groups of four, arranged according to age (ie Years 3, 4, 5 and 6). There are at present 502 children on roll (including 6 pupils in the Resourced Provision). 12.55% of the school’s roll is on the SEN register which comprises of 13 pupils with Statements/EHCPs, 50 pupils receiving SEN support and 69 pupils on monitor.

We have a teaching staff of 21.76 fte. (Our staffing complement includes a part-time specialist Music teacher).

The school also has a Base (Resourced Provision) for 6 pupils who have severe speech and language difficulties. This is staffed by a full-time teacher and two teaching assistants. The expertise of staff in our Base is a contributing factor to the school’s strong reputation for its commitment to Inclusion and its expert support of children with additional needs.

The non-teaching staff consists of two administrative officers, one receptionist and a senior finance officer, a part-time welfare assistant/first aider, a pastoral care worker, 28 teaching assistants, a caretaker, 6 cleaners and 11 lunchtime supervisory staff. The school has a strong commitment to Inclusion and support for children with SEN. Our most recent Ofsted inspection report (2014) judged the overall effectiveness of the school to be Good and identified many excellent features of our provision for children with additional needs.

The school is fortunate in having a very active PTFA, which helps to finance many of the school’s resources.

Numerous sporting, musical and other extra-curricular activities take place at lunchtimes and after school.

*We welcome applications regardless of age, gender, ethnicity or religion.*

*Christchurch Junior School is committed to safeguarding and promoting the welfare of our children and regularly reviews its policies and procedures for Child Protection. Part of our practice is to follow up this important issue in our request for references and to undertake an enhanced criminal record check via the DBS. Likewise, any interview for a post at the school will include questions about safeguarding children.*

**The Post**

**Office Manager (Administrative Officer – XS8.4a)**

**(37 hours per week, £9.72 per hour, DCC Grade 7)**

We are looking to appoint a flexible and enthusiastic Admin Officer to join our expert team of admin staff in this large 503 pupil Junior School.

The main responsibilities will be

* To manage an office team.
* To manage the provision of admin and clerical support to the school as a whole
* To provide admin support in relation to special educational needs
* To take minutes of meetings, including those to review the statements of children with SEN
* To support reception and telephone enquiries
* To reveiew and develop the school’s administrative and clerical systems

The successful candidate would be working alongside an experienced and highly valued administrative team.

We attach a copy of a generic job description drawn up as part of the County Council’s Job Evaluation Programme. We also enclose a person specification for this role.

We consider our school community to be friendly and supportive and are looking forward to welcoming a new member to our staff team.

The school’s 2014 Ofsted inspection report commented *“the high quality of administration and the training provided helps leaders and teachers to be confident about keeping pupils safe, and contributes a great deal to the excellent care pupils experience.”*

The governors and staff of Christchurch Junior School are now looking for an administrative officer to make an important contribution to this high quality provision.

Applying for the post

If you would like to pay a visit to the school to find out more about us and to discuss the post in further detail, please do not hesitate to contact the school office for an appointment.

Applications will only be accepted on-line, via either the dorsetforyou website [www.dorsetforyou.co.uk](http://www.dorsetforyou.co.uk) or via the TES website [www.Tes.com](https://www.tes.com/)

Closing date for applications will be **Sunday 18 February 2018.**

Thank you for your interest in this post.

**Job Description – Office Manager (Administrative Officer – XS8.4a)**

Responsible to: Headteacher

Hours: 37 hours per week

Weeks per year: 38

Salary: Dorset Grade 7 £18,746 - £21,268 FTE

**Job Purpose:**

To provide efficient administrative support, to ensure compliance with LA and the School administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties.

**Main Responsibilities and Duties:**

* To ensure the provision of a comprehensive administrative/clerical and secretarial service.
* To act as a link between the administrative/clerical and secretarial team and the Headteacher or other nominated person over all issues relating to the work of the school office.
* To liaise/advise the Headteacher on the work, training and development requirements of the office staff.
* To rearrange the daily operation of the administrative systems network and liaising with Support Services as necessary.
* Promoting and safeguarding the welfare of children and young people in accordance with the school’s safeguarding and child protection policy.

**Knowledge & Skills:**

 Relevant experience of office work including databases and analysis of data.

 Minimum of 5 GCSE's (A\*-C Grade) or equivalent office experience/vocational qualifications.

 **Supervision and Management:**

The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

Management & Supervision of others:-

- There is a requirement to supervise (Up to 5) office based staff (including PDR’s)

**Problem Solving and Creativity:**

Deals with changing and conflicting deadlines and frequent interruptions to work, supervision of staff and allocation of work.

Works under direction of Headteacher.

**Key Contacts and Responsibilities:**

Daily contact by telephone/face to face with Headteacher/Staff/Pupils/Parents and other visitors to the school.

**Decision Making:**

Works to deadlines; to prioritise own workload and allocation of duties to other team members.

Frequently deals with non-routine queries and forwarding matter to appropriate staff where necessary.

**Resources:**

General Office equipment (e.g. Word Processor, photocopier, Optical Mark reader, Fax Machine, telephone and post/franking machinery.

**Working Environment:**

Working in busy office with frequent use of IT equipment.

Restricted space

Occasionally processing heavy loads of incoming/outgoing mail.

Updated: 2017

**PERSON SPECIFICATION – Office Manager (Administrative Officer – XS8.4a)**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| 1. Qualifications and Career Development
 | * Willingness to undertake further CPD
* Education equivalent to GCSE Grade C in English and Mathematics
 | * ICT training and/or qualifications
 |
| 1. Experience
 | * Relevant experience of office work including databases and analysis of data
 | * Working in a school office environment
* Knowledge of SIMS(Schools Information Management System)
 |
| 1. Personal Qualities and Relationships
 | * Professionalism/confidentiality
* Excellent communication skills (spoken and written)
* Ability to relate to children
* Flexibility and ability to supervise a small team
* Warmth and approachability
* Self-motivation and ability to use own time effectively
* Ability to keep safe working practice
* Good time-keeping and reliability
 |  |
| 1. Knowledge, Understanding and Skills
 | * Ability to carry out a wide range of administrative duties
* Proficiency in Microsoft applications including Word and Excel
* Ability to prioritise own workload and allocate duties to other team members.
* Ability to work in a very busy school office with frequent interruptions
* A high degree of accuracy and attention to detail
* Ability to work within the school’s policies and procedures
* Ability to communicate with a range of agencies
* Strong literacy skills, ie the ability to write formal reports and letters for a range of audiences
 | * Knowledge of a range of Special Educational Needs
 |