

**Office Manager**

**Required June 2018**

**Grade 6 £15290 - £17040**

**37 hours per week, term time**

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Dear Potential Colleague

Thank you for expressing an interest in this post.

I am delighted to be writing to you as Principal of Brambles Primary Academy, part of South Pennine Academies. I am honoured to have the opportunity to lead and grow a new 2 form entry primary School, I am looking forward to creating an outstanding Academy that provides the very best educational success for our children.

This is a truly unique and once in a life time opportunity, I am now seeking to build an outstanding team of staff to join me in building our unique philosophy, vision, ethos and curriculum for Brambles Primary Academy.

As part of South Pennine Academies, our vision is to develop Brambles Academy as part of a group of closely partnered academies, ensuring that we are a world class Centre of Excellence for Teaching and Learning. We will endeavour to ensure that Brambles Primary Academy plays a pivotal role in improving the life chances of all students, develop local partnerships to enhance our community and promote school improvement that is inclusive and diverse.

We are looking to appoint an Office Manager who already possesses special qualities, but also one who is excited by the potential to be part of the development of our new academy.

If you are the person we seek, you will be able to demonstrate the following skills and abilities:

* Have you experience working in an office environment?
* Do you thrive under pressure and enjoy challenge?
* Do you have exceptional time management and organisational skills?
* Do you have ICT skills that you could transfer to a school environment?
* Are you excited by the opportunity to be part of a new primary academy team?

If you think that you may be the right candidate for this exceptional role, then I look forward to receiving your application.

If you would like to discuss the role in more detail, then please do not hesitate to contact me on 07592 503818.

Yours faithfully

Sallie Dodd

Principal Brambles Primary Academy

South Pennine Academies

South Pennine Academies works in partnership to raise levels of attainment and aspirations of all students. South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local schools.

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all in our new Academy.

The key to the Academy's success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students at our new Academy will show good manners, work hard and be honest at all times. They will learn, share and succeed, together.

**The Trust**

The relationship you will develop with me and Jane Acklam, as CEO of the Trust, will ensure that this brand new academy runs extremely well day-to-day and performs highly effectively. It is imperative that, as Office Manager, you are part of the team that will take the Academy on a journey to Outstanding.

South Pennine Academies is based in Huddersfield West Yorkshire. We operate three academies in the Kirklees borough, two preschools, and the Huddersfield Horizon SCITT. We have extensive experience of operating educational establishments in the local authority, and taking at least one of these, Moor End Academy, to outstanding and sustaining this. We also have the experience of opening Beaumont Primary Academy, a free school, presumption, in Huddersfield, successfully in September 2016. If you would like to visit Beaumont Primary, or discuss the role further with me, please contact Natalie Allan, HR Manager and she will arrange this for you.

Our knowledge of the Huddersfield community is extensive. We currently operate in areas of high social disadvantage and with high levels of students and families from ethnic minority groups. We have strong experience of working with local community groups to support us in delivering learning experiences of the highest standard.

**Vision**

* To develop a group of closely partnered academies
* To ensure all academies are world class centres of Excellence for Teaching and Learning
* To ensure the Trust plays a pivotal role in improving the life chances of students
* To develop local solutions and partnerships to meet local needs
* To promote school improvement with inclusion and diversity at its core

**Values**

South Pennine Academies believes in school improvement through a partnership model. This brings drive, expertise and capacity to the school improvement agenda. We recognize and encourage each academy’s unique characteristics and ethos, reinforcing their individual identities within their respective communities.

Working within a multi academy trust allows school to school support to flourish. Becoming part of our partnership will allow you to become a leader not a follower and be involved in shaping the partnership rather than having it shaped for you.

**Key Priorities**

* Strong and Effective Leadership
* High Performing Staff
* Successful Students
* Engaged Community

**Our new Academy**

South Pennine Academies is establishing a new primary academy in Huddersfield North.



Brambles Primary Academy will be located on Clare Hill Playing Fields, Huddersfield HD1 5NF. The academy we are proposing will; -

* Cater for boys and girls aged 4-11
* Be non-denominational
* Will have a published admission number of 60, rising to 420 over time
* Will be ready for pre-opening from Easter 2018 and admit reception in September 2018
* It will complement the existing provision in the area
* Provide for excellent transition from the pre-school provision within the area
* Be a key member of the local family of schools, ensuring effective transition at all stages
* And, meet the basic need for additional school places in the area.

The academy will be a highly cohesive multicultural environment that reflects the local community in make-up. This diverse school community will have equality at the core of its values. Tolerance and inclusivity are essential to ensuring an efficient and effective school. We will ensure equality of opportunity to all children and families in terms of both access to and the teaching of the curriculum. All students will be encouraged to achieve their potential, and to recognise and respect the worth of individuals irrespective of gender, race, religion/belief, age, disability or sexual orientation. Our curriculum will be designed to maximise everyone’s potential.

Through our Spiritual, Moral, Social and Cultural provision we will ensure that all aspects of UK democratic values are taught;

* Through our spiritual provision we want children to have the ability to be reflective about their own beliefs and have respect for different faiths, feelings and values.
* Ensuring that voices are heard and opinions are challenged where this is needed.
* Moral development will ensure children have the ability to recognise the difference between right and wrong and develop a readiness to be able to apply this to their own lives.
* We will use our ‘positive behaviours and attitudes to learning policies to equip children with the skills to understand the consequences of their behaviour and actions.
* As the children get older we will ensure there are opportunities to investigate and explore appropriate moral and ethical issues, and develop the ability to become effective British Citizens.
* The effective learning environment and climate for learning will ensure that children develop a range of social skills and a developing awareness of when to adapt their behaviour.
* Crucial to social development is the acceptance and engagement with UK democratic values of democracy, rule of law, liberty and mutual respect

We will work towards becoming a UNICEF Rights Respecting School at the highest level by the end of 2020.

South Pennine Academies is fully committed to providing an academy that is at the heart of the community it serves. This highly diverse community, with pockets of extreme deprivation deserves a school that is giving their children the best possible start in life. Ensuring that children leave equipped to take the next step in their lives is central to our vision.

Building positive and effective relationship with parents is a key element of a high performing school. Being welcoming, listening, acting on feedback are features that this academy will have. Signposting parents and working with other services is essential to ensure a child’s wider social and emotional needs are being met. Providing a strong curriculum, personalising it where needed and ensuring that it is delivered by highly qualified happy staff will contribute towards ending child poverty in this area. The intake will be representative of the community, taking children of all abilities, races and gender. Truly diverse.

The promotion and marketing of the academy will be essential in the first few years. Positive messages about the achievement of all our children, will be widely publicised. We will want to create a ‘buzz’ about joining the academy and what it will mean for the community. We will want to be the school of choice.





**THE SELECTION PROCESS**

**How to Apply**

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Office Manager** you should;

* Follow the link on our website to complete the online application form.
* Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
* Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of the Academy.
* Submit your application by **9am Monday 21st May 2018 to** [sallie.dodd@southpennineacademies.org](mailto:sallie.dodd@southpennineacademies.org) or to Mrs S Dodd, Brambles Primary Academy, 87 Dryclough Road, Crosland Moor, Huddersfield. HD4 5JA
* Closing date for applications: **9am Monday 21st May 2018**
* Interview Day**: Thursday 24th May 2018**

Successful applicants will be required to undertake a Criminal Record Check via the DBS. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.





**JOB DESCRIPTION**

**OFFICE MANAGER**

**Grade 6**

**PURPOSE OF POST**

To provide an effective administrative support service to the school.

**KEY AREAS**

1. Administration

2. Secretarial/Reception

3. Systems Management

4. Attendance and Pupil Records

5. General

**DUTIES AND RESPONSIBILITIES**

**1. Administration**

1.1 To promote a positive image of the school in dealings with parents, visitors and outside agencies.

1.2 Produce statistical data as required.

1.3 Responsible for maintaining inventories and records of school resources and ensure correct procedures are being followed.

1.4 To liaise with feeder schools and transfer schools in order to maintain reliable cross transfer information.

1.5 To provide training to others as required in the use of information systems

1.6 To ensure that the necessary resources support is available to teaching staff within the school.

1.7 To update all internal listings (staff files/addresses) etc.

1.8 To be responsible for the maintaining and distribution of keys to staff as required.

**2. Secretarial/Reception**

2.1 Provide an efficient reception service dealing with visitors and telephone callers to the school and including liaising with parents and external agencies.

2.2 Take minutes and associated administration as required.

2.3 Operate a visitor recording system

2.4 Word-process a range of documentation and correspondence (including those of a confidential nature).

2.5 To use desktop publishing skills in the preparation of school documents, plans and policies, prospectuses, school displays, open / parents evenings.

**3. Systems Management**

3.1 Use appropriate software, to develop a fully computerised system.

3.2 To produce manuals and documentation, to provide appropriate training for colleagues in the software used to run the inventory system.

3.3 To use and develop databases or spreadsheet systems to enable the school to have an efficient and effective information management system providing necessary statistical and analytical information.

3.4 To work with other managers in school to provide common information to enable them to set targets for student improvement.

3.5 To develop methods of projecting information such as trends in examination results, behaviour patterns, attendance and assessments etc.

3.6 To provide statistical information relating to target setting for the school improvement plans, statutory returns.

3.7 To maintain and update various systems used in school.

**4. Attendance and Pupil Records**

4.1 Maintain/update the school student database and student timetable systems training staff as and when required.

4.2 In conjunction with the appropriate manager, assist with the year end routines on the management information systems. Updating documentation, computer records, etc as necessary.

4.3 Responsible for communicating with parents with regards to updates of student records e.g. letters home etc.

4.4 Responsible for providing data e.g. attendance percentages and administrative returns as required within the purview of the post.

4.5 To oversee issuing of medical forms via reception.

4.6 Responsible for the filing and security of all student confidential records to include maintaining a signing out book for the issue of all student files as and when required.

4.7 Provide attendance and school data reports as and when required.

4.8 To work with computer systems to input and produce data and information for all staff.

**GENERAL**

To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's manager from time to time, in consultation with the postholder.

The postholder's duties must at all times be carried out in compliance with the academies Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

b) Co-operate with management of the academy as far as is necessary to enable the responsibilities placed upon the academy under the Health and Safety at Work Act to be performed, eg operate safe working practices.

1. It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

As part of your wider duties and responsibilities you are required to promote and actively support the academies responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to your Employee Handbook for further information regarding Safeguarding

**RESPONSIBLE TO: Principal**

**RESPONSIBLE FOR: None**

**PERSON SPECIFICATION**

**OFFICE MANAGER**

**E = Essential**

**D = Desirable**

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| --- | --- | --- | --- | --- | --- |
|  | **ATTRIBUTES** |  | **RELEVANT CRITERIA** | **HOW IDENTIFIED** | **RANK** |
| 1. | **RELEVANT EXPERIENCE** | 1.1  1.2  1.3 | Previous experience of word processing and/or administrative work.  Experience of working with computer databases  Previous experience of working in a school environment. | Application Form/ Selection Process | E  E  D |
| 2. | **EDUCATION AND TRAINING ATTAINMENTS** | 2.1  2.2  2.3 | Numeracy and literacy skills in order to produce basic reports and perform simple calculations.  Level 3 qualification or equivalent in administration or able to demonstrate ability to work to that level  First Aid qualification or willingness to complete training | Application Form/ Selection Process | E  E  E |
| 3. | **GENERAL AND SPECIAL KNOWLEDGE** | 3.1  3.2 | Understanding and commitment to the Trust’s Equality Policy and how it relates to the duties of the post.  Understanding of good customer service | Selection Process  Selection Process | E  E |
| 4. | **SKILLS AND ABILITIES** | 4.1  4.2  4.3  4.4  4.5 | Computer literacy skills: including e-mail and internet.  Ability to communicate effectively with a range of people both verbally and in writing.  Ability to work effectively as both part of a team and as an individual.  Ability to work effectively and respond positively to the demands of a varied workload.  Ability to work to strict deadlines whilst maintaining accuracy. | Application Form/ Selection Process | E  E  E  E  E |
| 5. | **ANY ADDITIONAL FACTORS** | 5.1 | Commitment to undertake continued training and development | Selection Process | E |