

The Role

Title:	Office Manager
Contract:	Permanent
Hours:	37 hours per week, term time only
Grade:	8
Annual Salary:	£28,289 - £31,202 (FTE £32,909 - £36,298) (depending on experience)
Start Date:	July 2023
Closing Date:	Midday Monday 26th June 2023
Interview Date:	To be agreed

If you are seeking an authentic experience in a progressive and award-winning school, then **consider this your personal invitation to USH**. We are a heavily oversubscribed community school which proudly and successfully delivers values-led education. We are known for our excellent career progression routes and we attract professionals who are willing to contribute to our sustained success whilst embracing our family ethos. Ofsted (Oct 2019) said 'Both staff and pupils are proud of the inclusive nature of the school.'

Due to the expansion of USH, we are looking for an Office Manager to join our team. This is an exciting, new opportunity for an enthusiastic, confident and ambitious individual to work closely with our School Business Manager.

This is a varied role, best suited to a person with great organisational skills, high standards, excellent communication skills and most importantly, someone who puts the child at the centre of everything they do.

About the role: your main duties will include:

- Supporting the School Business Manager with tasks across these areas: HR, H&S and the administrative function of the school
- Supporting the efficient operation of the school office with line management of some team members
- Overseeing and improving communication channels such as the school website and our social media platforms

About you: we are looking for someone who:

- Has a strong desire to work in education and to further opportunities for all students
- Has experience of leading, managing and motivating staff
- Is a strong team player with good interpersonal skills
- Is able to work on their own initiative and organise/prioritise their own workload and that of their team
- Demonstrates a commitment to their own ongoing professional development
- Has an excellent understanding of, and at least 5 years' practical experience of Business Administration gained preferably, but not essentially, in a school setting

Is this you? If so, we would love to hear from you.

We can offer you:

- An open and honest professional culture and learning community

- A dedicated team, who place students at the heart of everything
- Amazing students who are proud to be part of the school
- Excellent CPD opportunities and Training and Development Programmes.
- In-house Teaching School.
- An individual induction programme supported by a mentor.
- Networking groups for Teachers, Business Managers, Site Teams and IT staff.
- Eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme.
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service.
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met).
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy.
- Access to the Trust Health and Wellbeing pages.
- Free confidential telephone and face to face counselling for staff and family members.

The successful applicant will be welcomed and supported in our friendly environment where we have a passion for learning.

APPLICATION PROCEDURE

We positively encourage prospective candidates to enquire about our school prior to applying. Please contact our recruitment team via email: recruitment@ushschool.org

Full details and application forms can be downloaded from our website: http://uppershirleyhigh.org/staff_vacancies. Please return your completed applications to recruitment@ushschool.org.

To give your application the best chance at being short-listed, where at interview you can demonstrate suitability for the role, please ensure you read the person specification and job description and give examples in your application. Should you be new to the education sector or do not have direct examples related to the person specification, do please provide examples from a similar experience.

Please submit your application as soon as possible as we may invite candidates to interview before the closing date.

SAFEGUARDING

All schools within the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

Job Description

Title:	Office Manager
Hours:	37 hours per week, term time only
Grade:	8
Responsible to:	School Business Manager

Purpose of the job

- The main purpose of the role will be to support the School Business Manager with school business and administration tasks as directed by the School Business Manager and Headteacher
- To provide a comprehensive administrative support service to the school and line manage some members of the administration team

Key accountabilities

- To manage the school administration team, providing guidance and support, setting priorities and dealing with problems
- To oversee office systems and procedures to develop and ensure the efficient operation of the school office
- To support the HR officer with personnel administration, including managing or assisting with the recruitment to ensure safer recruitment processes are in place and induction procedures for new staff, administration of the absence management process and managing the single central record
- To assist in the administration of personnel and payroll information
- To ensure that the team provides an efficient and comprehensive administrative support service to the school and all visitors
- To ensure that support is provided to the Head Teacher and Business Manager, and that items of a sensitive and confidential nature are dealt with appropriately
- To administer, organise and maintain some aspects of the Bromcom database to ensure we are using it effectively to support the administrative function of the school
- To undertake admin work on behalf of the senior leadership team
- To support the preparation of and send statistical and other reports and returns to the Governing Body, the Trust, DfE and other organisations/bodies as required
- To manage and support the designing, preparation and production of documents including the school prospectus, parent newsletters etc
- To ensure systems around communications with parents and external stakeholders are timely and effective;
- To ensure that the school's website is up to date, compliant, accurate and informative
- Work alongside the Business Manager, to manage the school's social media, including Facebook, Twitter, LinkedIn and Instagram
- To assist with the planning and organisation of school events such as Open Day and Presentation Evening
- To establish and maintain procedures for student welfare, including managing the office with the administering of First Aid and medicines and notifying parents when students are ill
- Work alongside the Business Manager, to ensure H&S documents, policies and risk assessments are reviewed and updated at the right time across the year
- To liaise with school staff, the Trust, contractors and outside agencies/organisations as appropriate
- To carry out any other administrative procedure, within the responsibility level of the post, as directed by the Head Teacher or Business Manager to provide an efficient business support service to the school

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

Other Duties

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety

Person Specification

Title: **Office Manager**
 Hours: **37 hours per week, term time only**
 Grade: **8**
 Responsible to: **School Business Manager**

Skills/ ability/ experience	To do what?	How well? Now or with training?	How important at the time of appointment?
Knowledge & Understanding:			
A good understanding and at least 3 years' practical experience of Business Administration gained preferably, but not essentially, in a school setting	To ensure the provision of a comprehensive administrative service to the school	Now	5
A secure knowledge of HR practices and procedures gained through 2 years' experience of HR Administration, preferably in a school environment	To provide a comprehensive HR administrative service to the school and provide advice to management on HR & recruitment policies	Now	5
Qualification: NVQ3 or equivalent level	To provide the business knowledge and theoretical context for school administration	Now	5
NCSL Certificate	To provide the business knowledge and theoretical context for school administration	Desirable	3
Mental Skills:			
Ability to analyse and interpret complex information	To run reports, analyse data and present information to the Leadership team	Now	4
Work planning skills (medium term planning)	To plan and organise the work of the team effectively to meet deadlines	Now	4
Interpersonal & Communication Skills:			
Ability to communicate information and ideas effectively to a range of audiences, through excellent written and oral communication skills	To develop and maintain effective working relationships with colleagues, pupils and "partners" of the school (Parents, Governors, Visitors, outside agencies and contractors etc.) To work alongside the HR Officer, to produce and maintain HR records	Now	5

	(payroll records in the absence of the Finance Officer)		
	To work alongside the HR Officer, to liaise with candidates and outside agencies regarding recruitment activities		
Ability to work well as a member of a team	To support colleagues and maintain effective working relationships	Now	5
High levels of tact, diplomacy, discretion, persuasion and respect for confidential information	To protect the right of all staff to have their information treated both confidentially and with respect	Now	5

Physical Skills:

ICT skills	To operate a variety of computer systems and to produce correspondence and documentation	Now	5
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Initiative & Independence:

Ability to use own initiative and to organise/prioritise own workload and that of the team	To work independently and be able to make appropriate decisions	Ability now	4
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Physical Demands:

Limited			
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Mental Demands:

Ability to deal with conflicting priorities and cope with pressure	To manage interruptions and conflicting demands and to meet deadlines	Now	5
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Emotional Demands:

Occasional			
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Responsibility For People:

Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school	Good understanding now	5
	To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information		

Responsibility For Supervision:

Previous experience of staff management	To manage some members of the school admin team including	Now	4
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	undertaking appraisals, providing guidance and support, setting priorities and dealing with problems		
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Financial Responsibility:

Experience of financial management and budgetary control	To assist the Head Teacher to plan and prepare budgets and to ensure correct financial procedures are adhered to across the school	Now	5
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Responsibility For Physical Resources:

Ability/experience in using school computer systems (Bromcom, CPOMS etc) and general office systems (MS Word, Excel etc)	To design and produce documentation and correspondence; maintain systems and records; run reports and analyse data	Now	4
Experienced in using websites and social media platforms	To ensure the school is presented in the best way via our website and social media, sharing school information and celebrating successes/activities with accuracy and design	Now	5
Ability/experience in asset management	To maintain asset register and to oversee repairs and maintenance to equipment	Not essential	2