



The Bishop of Llandaff CiW High School
Ysgol Uwchradd Esgob Llandâf

Office Manager

Term-Time (40 weeks); Permanent

Required June 2024

Salary up to £33,944*



Useful Statistical Information

Age Range 11-18

NOR 1,300

% eFSM 10%

% ALN 6.1%

% EAL 2.4%

Student Teacher Ratio 16.9

GCSE Results, 2023

5A* - C inc. EM 92%

5A* - C 98%

5A* - A 54%

Best 9 Score 448

A Level Results, 2023

3 A* - A 37%

3 A* - C 84%

A*A 45%

A*B 71%

A*C 90%

A*E 99%



Introduction

Welcome to The Bishop of Llandaff

Thank you for your interest in the role currently advertised at our school. I felt helpful if I provided you with a personal perspective of the school so that you may decide whether this is an environment where you feel you would be happy, thrive and be able to contribute.

Located in picturesque Llandaff, our school offers a faith-based education to students across the city of Cardiff and beyond. We are a co-educational 11-18 school with more than 1300 students, which includes around 300 within our sixth form. We also have a specialist resource base, called The Marion Centre, which supports up to 66 students with complex autism spectrum disorder.

Standards of achievement at all levels are exceptionally high. We consistently perform amongst the best in the UK. While we are proud of our academic achievements, the school is much more than the outcomes students achieve. A great deal of emphasis is placed on extra-curricular life at The Bishop of Llandaff and beyond the formal curriculum there are numerous opportunities for students to develop their skills in creative and expressive arts, languages, and sport. A considerable number of our students achieve the Duke of Edinburgh award, while there are a wealth of educational visits and trips, both nationally and internationally which cater for all.

Students and staff enjoy very good working relationships, which helps make the school a great place to work and learn. Our students, as you will see for yourself should you visit, are happy, articulate, hard-working and positive about the school. They are a genuine asset to our community and are, overall, an absolute delight! In addition, we have an exceptionally talented group of teaching and support staff who work tirelessly to ensure students have the best possible start in life.

Our families are unstinting in their support of the school, while our governors provide highly effective support to help strengthen the opportunities and experiences available to all our students.

A culture of extremely high expectations permeates all aspects of school life

Estyn

As a school, we work tirelessly to ensure that everyone is well cared for. I encourage you to look at the section in this pack that outlines only a few of our staff benefits. As a result, while we all work hard, we can laugh a lot and enjoy coming to work/school.

At our last inspection by Estyn and the Diocesan Authorities, we were judged to be “excellent” in every category. Both praised the school for its work. While we were obviously delighted with this recognition, as a school committed to continuous improvement... we don't think we have cracked it! The school has used this experience as a platform for further development and we will leave no stone unturned in our pursuit of delivering an exceptional education for the students in our care.

We have the highest expectations of/for all who work and learn at the school. Therefore, we are only looking to appoint the finest staff to work with our students. This is what they deserve! The ideal candidate for the role will be energetic, enthusiastic, ambitious and an excellent practitioner. We are committed to growing tomorrow's leaders we will expose you to the highest quality of professional development which will enable you to progress to the next step in your career.

If you would like to have an informal conversation with me about the role then please contact Leah Pucknell, PA to Headteacher, who will arrange a mutually convenient time, either by telephone or Microsoft Teams.

The very best of luck with your application and I very much hope to meet you soon!

Marc Belli
Headteacher



About Us

Vision, Ethos and Values

The Bishop of Llandaff was founded in the 1960s to provide a faith-based experience to families within Llandaff, the wider areas of Cardiff and beyond. Our aim is to ensure our students have the best start in life by providing them with an outstanding education! We believe this is achieved by ensuring our students succeed academically; develop the broad range of skills necessary to prepare them for adult life; and by nurturing a core set of moral values which enable each individual to become outstanding citizens of our ever-changing world. As a community rooted in faith and values, we believe school is a place where students, and staff, can find and develop their God-given talents.

Our school is heavily oversubscribed with around four applicants for each place available. Each year group is made up of at least 180 students, with 150 of these places reserved for 'foundation' places. These are predominantly made up of students from a Christian background. However, there are students who attend the school from all world faiths. In addition, the school reserves up to 30 places for those who live within the community but do not necessarily have a faith background.

We seek to prepare each student to develop the skills, attributes, and character to be a successful member of God's Kingdom on earth. Our mission and core purpose clearly shape our behaviours and actions in supporting each person to become the "best version of themselves", as called by God.

Our mission is to be a Christian school which welcomes students of all faiths and those with no faith background. We fully celebrate all forms of diversity as we firmly believe this enriches our school and strengthens the bonds between us. We believe that each member of our community is on a path of self-discovery, growing to know themselves "as they are fully known" in the image and likeness of God. We provide a forgiving and loving environment for all our students, where everyone is respected and treated equally.

Our core purpose is to enable all our students to know themselves and to do good in our world by living out our gospel values of LOVE, ACCEPTANCE, RESPONSIBILITY and FORGIVENESS. This environment encourages each student to reach their full potential and nurture God-given talents.



Collective worship acts as the heartbeat of the school, offering students engaging and inspiring experiences

Section 50

School Performance

A culture of high expectations in all that we do



The school is excellent at developing person qualities and achievements

Section 50

The Bishop of Llandaff is a happy and thriving school. Results are consistently well above modelled expectations across all key stages. As a result, each year students achieve outcomes which places the school amongst the very best in the country, both in raw and value-added terms.

We are very proud of the efforts of our students and staff. However, our staff work tirelessly to build on our successes and to help raise performance where this may be needed so that students achieve their full potential.

In 2023, 98% of students achieved 5 or more A*-C grades at GCSE, with 92% including English and mathematics. Impressively, more than a half of students achieved 5 or more A*-A grades, with a capped points score (across the best 9 subjects, which include a mixture of core and non-core subjects) of 448. This is the equivalent to, on average, every child achieving at least 9 B grades. These results, which include our autistic resource base, place the school well above the average performance within the city of Cardiff, nationally and against schools of a similar profile.

At A level, outcomes were also very strong, with 37% of students achieving 3 or more A*-A grades and 84% of students achieving 3 or more A*-C grades. Many of these students left us to continue their studies at university throughout the country (and some abroad on full scholarships). However, we are most proud that every one of our students had a progression route to the next stage of their lives, regardless of pathway.

During the spring of 2018, the school was inspected by Estyn and later, in the summer term, by the Church in Wales. For each visit, the school received “excellent” judgements in every category of the inspection frameworks. To access the inspection reports click on the highlighted links: **Estyn Report**; **Diocesan Report**.

In December 2019, the school was awarded “World-Class School Quality Mark”, the first and, to date, the only education provider in Wales to achieve this accreditation. In 2022, this was re-designated as a ‘World-Class School’ and will now retain this status indefinitely.

We are pleased that the efforts of everyone connected with the school community is recognised. However, the culture at The Bishop of Llandaff is one of continuous improvement and these accolades are part of our school ‘journey’ rather than being viewed as the ‘destination’.

Benefits

What we offer as an employer

We want to ensure that we attract the very best staff to work at The Bishop of Llandaff to support our ambitious vision for the school and, most importantly, for all our students.

We also do all that we can to be an exemplary employer. Some of the specific benefits available to all staff include



Planning, preparation, and assessment (PPA)

We allocate more than the minimum 10% planning and preparation time for teaching staff (14%) to ensure they have as much time as possible to plan engaging lessons.



Highest quality professional learning

The school invest in the **highest quality of training** for all teaching and support staff. A significant number of our teachers are involved in classroom-based action research, identifying the most effective strategies to impact positively on the outcomes and provision for students. This work is shared systematically across the school.



Access to Electric Car Scheme

All permanent employees can purchase an electric vehicle, as part of a green salary sacrifice scheme, through Cardiff Local Authority (*subject to appropriate financial checks*)



Dry cleaning services

A dry cleaning service for all staff is supported by a local business. They will collect and deliver any suits or items that require cleaning. Staff simply pay!



MOT and vehicle repair services

A local business provides support to staff with MOT and/or repair services. This includes collecting your vehicle from work.



Free access to our onsite fitness suite

All staff have access to our fitness suite, which includes a range of resistance and cardiovascular machines.



Free tea and coffee

All of our staff have access to free tea, coffee, and refreshments throughout the day. This includes weekly treats, such as fruit/cake Fridays.



Access to Private Healthcare

Staff who require urgent medical treatment, such as an operation, may be eligible for private medical care as part of our absence management insurance.



Leaders demonstrate its strong appreciation of the commitment of staff. This has resulted in a highly motivated team that aims for continuous improvement

Estyn

As an equal opportunity employer, we welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion, or age. All posts are open to job-share, unless specified otherwise.

The Bishop of Llandaff CiW High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Consequently, all employment opportunities at the school are subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

Welsh Capital

Living and working in Cardiff



Cardiff is considered the 'third best' capital city in Europe
European Union Survey

Cardiff is a unique capital which offers the infrastructure expected of any modern capital whilst at the same time boasting an enviable quality of life. Cardiff's residents believe the city is one of Europe's best places to live and work.

For a capital city, Cardiff is compact and manageable. It has excellent employment opportunities, has experienced significant growth in employment and offers a range of large national and multi-national employers, based in and around the city region. As the capital of Wales, Cardiff benefits from large employers such as the Assembly Government, Cardiff Council and NHS Wales as well as many UK and Welsh headquarters for organisations such as the BBC and charities such as Barnardo's.

Travel

Getting around is quick and easy, making the daily commute less of a chore, and you can access all the facilities expected of any modern capital without the stresses and strains of life in an overpopulated concrete jungle. The world has woken up to Cardiff as a superb convention destination. It's a young capital city that is compact, vibrant, cosmopolitan - and great value for money. Over the past decade Cardiff has been completely rejuvenated, building on its history to become the dynamic capital of Wales. As well as this, Cardiff is the closest capital to London, being just 2 hours away; while it is also 2 hours to Birmingham and only 35 minutes to Bristol. Fairwater train station is within a 5-minute walk from the school gates, while Cardiff Airport is only 15 minutes away.

Events

Cardiff is a designated Centre of Culture with world-class performance venues that attract thousands of visitors each year. The Wales Millennium Centre, St David's Hall and the New Theatre look after the big set pieces in the performing arts. Chapter Arts Centre and the Sherman Theatre offer an alternative buzz. The capital boasts international sports, music and cultural events. With venues such as the Millennium Stadium and the Wales Millennium Centre as well as the Motorpoint Arena Cardiff and St David's Hall, Cardiff can lay claim to some of the best events the UK has to offer. Cardiff hosts a range of international and regional events, attracting people of all ages and tastes. From world famous artists, international sporting events, to local food and drink festivals, there will always be something to keep you busy.

Information

About the role and team

Role

The main office serves as the hub of the school, supporting the needs of all stakeholders. As a result, it is a busy and purposeful environment.

As office manager, the appointed person will be responsible to leading a team of dedicated staff. Whilst some of the team are directly line managed by members of the leadership team, the office manager works across a range of areas to support the smooth operational running of the school. As part of the duties of the role, the post-holder will oversee cover management and work closely with the leadership team in a number of key areas of school operations.

The appointed person would be leading an exceptional team of staff who work incredibly well as a team to support each other in fulfilling their duties. This is an exciting role, requiring a broad set of skills and is outward facing, working directly with a range of staff. As a key post within the school, the successful candidate will be expected to demonstrate a high level of customer service, and strong communication and people skills.

The current post-holder is retiring after 19-years of distinguished service to the school. Therefore, we are looking for an individual who has a keen 'eye for detail', is experienced in leading other adults, and works well in a team environment.

Job Description

Job Title

Office Manager

Salary Scale

Grade 6 (SCP 19 – 25) £29,777 - £33,944 FTE Actual salary £26,502 - £30,899 based on 40 weeks; 37 hours per week: 7.15am until 3.15pm (Monday to Thursday); 7.15am until 2.45pm (Friday) with a 30-minute lunch break.

Line Manager

Business Manager

Job Purpose

To support the work of the school by leading the office team to ensure systems and processes are administered effectively; to provide organisational support to the school through the coordination of staff absence; to maintain students and staff data; and to provide data reports to school leaders, where required.

Key Responsibilities

Cover Management/Staff Absence

- To deploy staff to manage daily scheduled and non-scheduled cover;
- To liaise with external agencies to recruit short and long-term supply staff;
- To complete external agency records to verify short and long-term staff assignments, for payment purposes;
- To cross-reference agency invoices to verify cost;



**Overall, the quality of teaching
across the school is 'excellent'**

Estyn



- To work closely with the Headteacher and HR advisor to support the management of staff absence; and
- To oversee the operational management of staff absence requests and cover requirements for educational visits/trips.

Data Management

- To organise and manage student data, for the purpose of monitoring and tracking, as identified in the school calendar;
- To submit data returns to external agencies, such as the local authority, regional consortia, and national government;
- To co-ordinate and manage the reporting process to parents for all year groups; and
- To support staff training in the effective use of data systems to analyse performance.

Administration: Office Management

- To lead a team of office staff to ensure a high quality service for all stakeholders. This includes oversight of reception procedures, visitors, first aid, and responding to telephone/electronic communication, as the first-point of contact;
- To ensure school communications, such as texting services are up to date and being used effectively;
- To arrange appropriate allocation of duties to administrative staff to ensure that high standards are maintained and deadlines are met;
- To maintain manual and computerised records/management information systems;
- To manage the behaviour management procedures in school based on the requirements established by school leaders;
- To support the completion of Interim/Annual Reports to ensure they are of the highest quality. This includes assisting with the production, editing (including proofreading) and distribution to families;
- To maintain an up-to-date knowledge of SIMS and any new developments in the software;
- To provide training for staff on the use of SIMS applications and processes as required;
- To make appropriate arrangements to cover absent administrative staff;
- To oversee the performance management of administrative staff in an annual cycle and arrange appropriate training to develop expertise in the office; and
- To provide administrative support, as required, to staff.

Other

- To undertake any other duties, commensurate with the grade, as reasonably requested by the Headteacher.

Person Specification

The successful candidate will have the following key skills, experience, and attributes

Qualifications and experience

- Have five or more good GCSEs including English and mathematics;
- Experience of working in a busy office environment, either in a school or similar workplace;
- Experience of using SIMs and/or other similar Information Management Systems;
- Experience of leading other people; and
- A proven track record of success in developing relationships with others.

Knowledge, skills, and ability

- Very strong communicator (both written and verbal);
- Possess strong ICT skills, able to use a range of software packages, including Microsoft;
- Highly organised and efficient, with an 'eye for detail' in all aspects of work; and
- Commitment to partnership working and engaging meaningfully with other professionals.

Personal Qualities

- Commitment to the ethos, values, and objectives of The Bishop of Llandaff;
- A strong commitment to the wellbeing of all students;
- A passion for innovation and excellence in education;
- Ambitious, with a clear commitment to own professional development;
- Capacity of hard work;
- Robust and enthusiastic, seeking to do what is best for the students; and
- Warm, caring, and empathetic.

Next Steps

Find out more

Method of Appointment

Please apply by **completing the appropriate application form** and, in no more than two sides of A4, write a **supporting statement** which meets the person specification and outlines your

- **reasons for applying** for this position and an explanation of what you will bring to the role;
- **experiences to date** which, you feel, make you a suitable candidate for this role; and
- **strengths**, both personally and professionally.

Applications should be completed electronically and sent to Leah Pucknell, PA to Headteacher at pucknell@bishopofllandaff.org, marked for the attention of Marc Belli, Headteacher.

If you have not heard from the school within one week of the short-listing, then the selection panel would have chosen other candidates, who they believe, best fit the profile for this post.

While the school ensures all short-listed candidates receive feedback on their performance, unfortunately, the school is not able to provide feedback on other applications.

References

You are asked to give the names of two referees, one of which *should* be your current Headteacher/employer. We will contact the referees of short-listed candidates prior to the interview.

Recruitment Timeline

Closing Date	12.00pm on 30 th January 2024;
Short-listing	31 st January 2024;
Interview Date	w/c 5 th February 2024; and
Start Date	3 rd June 2024.

Contact Details

The Bishop of Llandaff CiW High School
Rookwood Close
Llandaff
Cardiff
CF5 2NR

Website

www.bishopofllandaff.org

Twitter

@bishop_llandaff



The Bishop of Llandaff is an amazing school. I firmly believe the staff put the children first and encourage them to be mature and develop without using a “big stick”. The results the school achieves speak for themselves

Parent



Advice to applicants

'Top tips' when applying for the post

We recognise that applying for a new role can be quite demanding and, for many positions, very competitive. The selection process is designed to ensure the school appoints the best person for the role. However, it is not intended to be a negative process and this section is designed to support all applicants.

Pre-Application

Prior to applying, we recommend that you **do your research** beforehand. Visit the school website, read the latest inspection reports and the candidate pack in detail. Reflect on whether you believe you meet the **requirements of the person specification**. If you think the role suits you and your skills, then apply. If it doesn't then, it is probably not a good match in the first place.

Informal conversation/visits

We encourage applicants to **visit the school** and 'see us in action'. This can be challenging for applicants, especially with existing work commitments and, at times, limitations because of distance. However, in the absence of visiting, we recommend you **make contact for an informal and confidential discussion** about the role. You can contact Marc Belli, Headteacher by email bellim@bishopofllandaff.org and can then arrange a discussion by telephone. This will offer you the chance to ask questions you may have about the school and/or role.

Application Form

The application form can be time consuming, but it is an important part of the process. Make sure you **complete all sections**, including qualifications and employment history. These should be in chronological order, and it is important that you **avoid leaving any gaps or information**, such as grades/classifications of qualifications, which is not explained. For example, your employment history. Even if the work is not related to education, the skillsets acquired may help demonstrate your suitability against the person specification.

Supporting Statement

The supporting statement is a **key piece of evidence** used to demonstrate applicants **meet the person specification** for the role. We do not have an 'essential' and 'desirable' section. Therefore, the selection panel will choose candidates who best meet the criteria.

We recognise that applicants may be writing applications for a number of schools at the same time. However, specific advice to help include

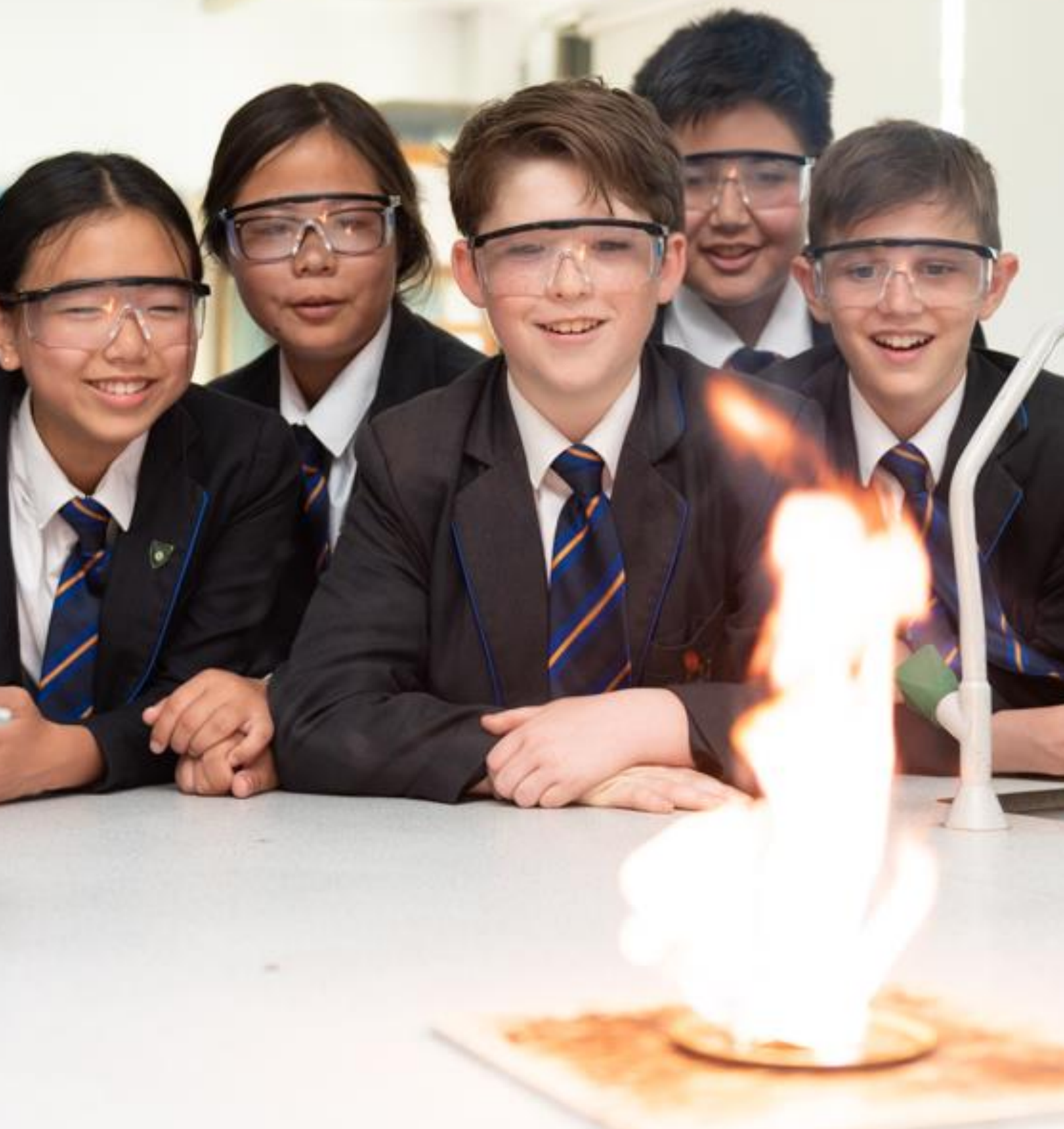
- Take a look at the person specification and the next steps section of the candidate pack. This carefully explains what the statement should focus on. **Write your statement against the criteria;**
- **Demonstrate successes and measure these with 'impact'**. In other words, explain the result of your actions on student achievement, progress, and wellbeing;
- As best as possible, **try to personalise the statement to the school;**
- The statement is not a letter so there is **no need to include addresses** etc. These are included in your application; and
- Aim to keep the statement to **no more than two sides of A4**.

Before you click send

- Get someone you trust you **check over your application to check for spelling mistakes and grammatical errors;**
- Ensure you have followed the instructions set out in the application details;
- Make sure your statement is addressed to the right school. Occasionally this mistake happens.

Students make outstanding progress in their subject knowledge and skills. Outcomes in key stage 4 are substantially higher than those in similar schools in nearly all indicators

Estyn





World Class
School Status

To find out more

visit www.bishopofllandaff.org

call **029 20562485**

Twitter **@Bishop_Llandaff**

The Bishop of Llandaff Church in Wales High School
Rookwood Close, Llandaff, Cardiff CF5 2NR