



GREENSHAW
LEARNING TRUST



*Orchard Park
High School*

**Office Manager
Recruitment Pack**

**ALWAYS
LEARNING**

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Dear Candidate

Thank you for your interest in the role of Office Manager at Orchard Park High School.

We are successful and ambitious. We pride ourselves on routines, systems and excellence. We are a calm, happy and high achieving school with a diverse community.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for pupils. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises twenty-five schools: seven in South London, five in Berkshire, one in Surrey, nine in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information on 0208 776 0220 or via email Kweighill@orchardparkhigh.net. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Ms C Moran
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2840 people and educates over 17,300 pupils. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme (EAP)
- Eye care voucher scheme
- Childcare voucher scheme
- Car benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by:	Assistant Headteacher (Operational)
Line Management:	Administration Team
Contract:	Permanent
Salary:	NJC Pay Scale Grades 5-6, Points 13-20 (£ 28,269-£31,731)
Hours of Work:	Full Time, 36 hours per week, Monday to Friday
Place of Work:	Orchard Park High School, Orchard Way, Shirley, Croydon, CR0 7NJ
Medical Examination:	The appointment is subject to a satisfactory medical report
Superannuation:	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org/
Holiday Entitlement:	The annual holiday entitlement is 23 days plus 2 extra-statutory days.
Probation Period:	New employees are required to complete a six-month probationary period
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Job Description

Key Purpose

- To be responsible for administrative and office routines
- To provide the Headteacher and the school with a comprehensive administration support service
- Line manage the school's administrative team
- To manage the admissions process (both year 6 and in-year) through to enrolment and deal with prospective pupils and parents on admissions enquiries
- To provide administrative support to the Assistant Headteacher for Character and Culture
- To administer first aid to staff and pupils when needed

Specific Responsibilities

Office Manager duties:

- To line manage the Administrative Team through performance management and regular contact.
- To have overall responsibility for all work undertaken by the administrative support staff and to allocate and monitor workloads
- To be responsible for the identification and allocation to support staff of new tasks
- To undertake appraisal (PMDRs) for identified members of office support staff and to ensure an effective appraisal system is operated for all members of the administrative support staff
- To initiate and keep under review, the personal development plans of all office staff and submit recommendations to the Headteacher on staff development and training needs
- To plan and monitor the work of the office
- To anticipate termly demands and plan accordingly.
- To ensure adequate office cover during staff sickness
- To take particular responsibility for dealing with enquiries and visitors referred from reception as required
- To oversee the running of the reception desk to ensure that visitors, pupils and staff are received in a professional manner and that the reception area operates a high quality service at all times
- To oversee the smooth running of Student Services
- To facilitate weekly team meetings
- To create a culture of collective endeavour and problem solving

Admissions

- Manage the school's admissions procedure in line with Croydon's Admission Policy
- Manage the school's 'In year' admissions according to Croydon's In-Year Admission Policy and working with the appropriate year leader and SLT to set up meetings
- Point of liaison with the Local Authority for admissions
- Manage the waiting list for school admissions
- Produce and submit a weekly report to In-Year Admissions panel at GLT
- Produce and submit a migration report to Croydon monthly

Transition

- Managing the Year 6 new intake process
- To co-ordinate the Year 6 transition events
- Arrange and prepare all prospective parent open mornings/tours
- To help with the organisation of the Year 6 parents evening alongside the Y7 lead
- To help organise the Y6 Taster Day alongside Y7 lead
- Setting up new registration form and portal for Admissions+ (Applicaa)
- Updating the application pack as required

General

- Be main point of contact for School Office
- Proof read and send all documentation sent to our families and school community
- To play a full part in the life of the school, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations
- Supervision of pupils during transition points in the school day
- First Aider
- Fire Marshall

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ol style="list-style-type: none"> 1. A good standard of general education including GCSE 5-9 (A-C) pass at English and Maths 2. Good numeracy/literacy skills 3. Experience of working within a busy Secondary school/ Education setting 4. In an administrative role 5. Experience of prioritising workload 6. Experience of managing a team leading by example and directing the work of others 	
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ol style="list-style-type: none"> 7. An excellent level of IT ability with Windows and Microsoft Office, including Word, PowerPoint, Excel and Google suite of applications 8. Good interpersonal skills with both adults and children 9. Be able to communicate clearly, both written and orally 10. Have excellent working knowledge of BROMCOM 	
Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:		
	<ol style="list-style-type: none"> 11. Have a willingness to extend skills through appropriate training 12. Ability to work both independently and collaboratively 13. Commitment to working within the School's Safeguarding Policy and Procedures 14. High levels of professional integrity, energy and enthusiasm 15. Commitment to high standards and expectations 16. An ability to quickly adapt to changes 17. Be willing to assist in School Open Evenings and other out of hours' events 	

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **9am on Wednesday 11th October, 2023**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised on **Wednesday 11th October, 2023**. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interviews will be held on **Friday 13th October, 2023**. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact Karen Weighill on 0208 776 0220 or email: kweighill@orchardparkhigh.net

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.