

OFFICE MANAGER

St Augustine's CE High School

Applicant Pack

*"The vision of faith, hope and love is central to this school.
The core values of kindness and inclusion are guiding principles."
(OFSTED March 2023)*

About St Augustine's Federated Schools

We are a multi-cultural, multi-faith school with a distinctive Christian ethos. In October 2019 the High School and St Augustine's Primary School joined together in a federation to create St Augustine's Federated Schools known as SAFS.

St. Augustine's is a vibrant and successful 11-19, fully comprehensive school in Kilburn where we encourage everyone, to "be the best that we can be". Our students enjoy their school lives, and we try to ensure that decisions are made in the best interests of the students or to improve their learning.

It is our aim that all students leave us with the skills and abilities required to be lifelong learners and positive role models in the community. We are aiming to prepare them to be citizens of the world by teaching shared values and an understanding of the world around them.

Our Christian & Shared Values

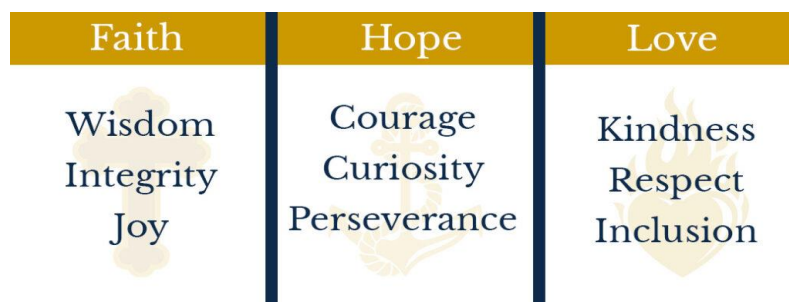
St. Augustine's is an inclusive, happy and vibrant learning community that aims to ensure that every student achieves and experiences as much joy as possible during their time with us. By working in partnership with parents and carers we have confidence that our students will practice courage and perseverance in achieving their hopes and aspirations. However, we also recognise that young adults need to build character from within and have good role models. We support this through promoting explicit Christian values which are linked to our school saints:

Who We Are

We want all our community to have equal opportunities to experience "Life in all its fullness (John 10:10)." We are a highly inclusive, voluntary aided, Church of England school, which takes a unique trauma informed approach to student behaviour, engagement and wellbeing. We provide our young people with a world-class, work-related learning experience which results in outstanding outcomes and employment destinations. This vision drives us to constantly seek ways in which we can positively impact on the life chances of our students.

We were founded in 1870 by the parish of St Augustine, Kilburn through Fr. Kirkpatrick the first vicar and Mother Emily Ayckbown of the Community of Sisters of the Church.

Today the school maintains its strong links with the parish and the local community. We are a co-educational fully comprehensive 11-19 school, actively welcoming students whose heritage is from all over the world, whatever their background, belief or ability level. Diversity is our strength, and it is embraced and celebrated here. Our staff come from all backgrounds and walks of life and all members of our community work hard to provide a caring, safe, positive and happy learning environment. We are committed to providing a fair, equitable and mutually supportive leaning and working environment for students and staff.



FAITH



HOPE



LOVE



GROWTH

From our Head of Federation, Eugene Moriarty



Thank you for your interest in St. Augustine's Church of England High school, part of St Augustine's Federated Schools. We are a multi-cultural, multi-faith school with a distinctive Christian ethos who in October 2019 joined with the St Augustine's Primary School to create St Augustine's Federated Schools known as SAFS.

Every student at St. Augustine's is treated as an individual, who we have the highest expectations of in terms of character and educational outcomes. Our motto is "Be the Best that we can be" and we support all of our community to achieve this.

Our recent Statutory Inspection of Anglican and Methodist Schools (SIAMS) said 'The lives of pupils at St Augustine's are transformed because they are nurtured and cherished by skilled, caring and insightful adults in the school. School leaders and staff, motivated by the school's vision, go to exceptional lengths to ensure that pupils, particularly the most vulnerable have hopeful futures.'

We believe that being part of the Federation offers many benefits to both schools and that together we are stronger and better enabling us to share expertise and professional development opportunities across staff teams and to recruit and maintain high quality teaching and support staff at all levels.

From our Head of High School, Rachel Kelly



I would be delighted to welcome you St. Augustine's High School and encourage you to visit us for a tour of our school. St. Augustine's High School provides a safe, nurturing and inclusive environment where all students can thrive academically, socially, and emotionally.

We are proud to be the lead Trauma Informed School in the area, recognising that trauma has a profound impact on learning and behaviour. We work together to create a healing and supportive environment for all students. We believe that every student has the potential to "Be the Best they can Be". We are committed to helping our students reach their full potential and are proud of how this was reported by Ofsted in our latest Inspection (March 2023) who said: "Leaders have high expectations, including for pupils' behaviour. They

provide pupils with support and guidance. Pupils are safe, happy and well cared for by staff. Pupils appreciate staff's approach to managing behaviour in a fair and reflective way."

Our mission is to empower each student to develop their unique abilities, interests, and talents through a challenging and engaging curriculum, a supportive and inclusive community, and a culture of excellence and continuous improvement. We are committed to transforming the lives of all our students, through our Christian Virtues of Faith, Hope and Love.

St Augustine's is a special place to work – our culture is collaborative and supportive. Each department works hard towards delivering their objectives but will always make time to support colleagues, sharing knowledge and skills and working together on whole school events. I hope this pack provides you with all you need to move forward with your application. If you are left with questions, please contact our HR Department; we look forward to receiving your application.



FAITH



HOPE



LOVE



GROWTH

Our Benefits

We value the hard work and dedication of all our staff and the impact it has on our ability to achieve our aims and goals. No matter what your role, by joining St Augustine's Federated Schools, you will be making a difference to the lives of young people in our community and the Federation. St Augustine's has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives including:

- Excellent opportunities for continuous professional development and support to progress your career
- Pension scheme (Teachers' Pension Scheme or Local Government Pension Scheme) with generous employer contribution
- 27 days annual leave plus bank holidays (for non-term time only staff), rising to 30 days after 5 years' service
- Lifestyle friendly working arrangements and policies
- Employee Assistance Programme for free and confidential advice
- Cycle to work salary sacrifice scheme
- Interest-free season ticket loans
- Contribution of £20 towards eye tests and £65 towards frames/lenses
- Weekly opportunity to meet with the Headteacher during her 'clinic'
- Staff Well-Being Programme
- Free social events for staff
- Fallow Weeks and regular staff consultation

Federation Ethos & Expectations

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post and to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description
- To engage actively in the performance review process, addressing appraisal target set in conjunction with the line manager each Michaelmas Term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the Federation
- To play a full part in the life of the Federation community, to support its distinctive aims and ethos and to encourage other staff and students to follow this example
- To support and attend Federation events and support our Church of England vision and ethos
- To adhere to the Federation's Dress Code
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the Federation's Safeguarding/Child Protection policies
- To be aware of, comply with and promote all Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The Federation will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).
- Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



FAITH



HOPE



LOVE



GROWTH

Job Description

Job Title:	Office Manager, Main School Office
Responsible to:	SBM
Responsible for:	x2 Administrator/Receptionist
Term:	Permanent, Full Time, Term-time only plus 5 days
Salary:	PO3 (NJC spinal columns 34 – 37)

Main purposes of the job

- Developing, leading and managing administrative and communication systems across the Federation
- Support teaching and learning by co-ordinating administrative services
- Management of office staff, including co-ordination and delegation of relevant tasks and activities

General Responsibilities

- Support the SBM/BSM in the organisation of administrative processes, including preparation and maintenance of information systems and data management
- Utilise and train office staff on SIMS suite of communication packages including InTouch
- Oversee the use of InTouch to send electronic letters to parents/carers of specified students at the behest of teachers and other stakeholders.
- Oversee the monitoring of ParentPay, reporting on school lunch debt and initiating debt recovery processes as needed.
- Report on trip/event payments made through ParentPay to relevant stakeholders, notifying parents/carers of any missing payments.
- Liaise and communicate with the SBM on all matters that impact the office
- Support the office team with all administrative functions in line with the academic timetable
- Effectively delegate tasks and manage workloads across the office team
- Receive all visitors and personnel in accordance with the school's safeguarding, health and safety and security policies
- Communicate with a range of stakeholders in a calm and professional manner, and provide advice and guidance to staff, students, parents/carers, visitors, outside agencies and the wider community
- Oversee the organisation and maintenance of Free School Meals and other government initiatives
- Oversee deliveries for the school and distribution to relevant departments
- Oversee the management of the school's external and internal postal services and consumables
- Oversee timesheet sign off for supply staff, including evidencing invoices with the relevant timesheets
- Prepare Inventory reports on staff sign ins and outs as directed by the SBM
- Manage hospitality arrangements for visitors, staff and governor's meetings, liaising with the Catering Manager as required
- Manage confidential student data and files in accordance with GDPR guidelines, (electronic and manual)
- Maintain and monitor office procurement in line with the school's financial guidelines
- Periodically review supplier and Service Level Agreements to ensure value for money



FAITH



HOPE



LOVE



GROWTH

- Ensure the office environment is maintained in a safe and organised manner
- Undertake research and develop knowledge to inform decision-making and problem-solving
- Liaise with the school's breakfast club provider to ensure annual SLA agreement is met
- Liaise with a wide range of organisations involved in areas such as race relations, disability, gender, age, religion and health and safety
- Undertake Performance Management Review process for managed staff in accordance with school policies

Administrative Duties:

- Co-ordinate the work of the office staff, ensuring efficient running of the school office
- Undertake a variety of administrative tasks, including photocopying, filing, word processing, preparation and distribution of whole-school communication, newsletters, briefings and bulletins as directed by the SBM or Senior Leadership Team
- Monitor the school email system and ensure accurate distribution to relevant departments
- Maintain, update and generate SIMS and data reports from a variety of sources
- Provide assistance to students regarding welfare matters and direct students to relevant staff
- Support with preparations for school events and after-school activities, rotas and timetables
- Awareness of emergency/fire evacuation procedures and act as point of contact for emergency situations
- Provide detailed analysis and evaluation of data and produce information as required
- To note take at meetings as required
- When appropriate, service school meetings, including providing refreshments, attending and minuting internal school meetings arranged by the Headteacher

Training and Professional Development/Additional Duties:

- Participate in an annual Performance Management review as directed by the SBM
- Participate in regular line management meetings with line manager
- Participate in training and professional development opportunities within job context
- Participate in the school's annual INSET training days as agreed by the Governors
- Occasionally provide reception cover during after-school/evening events, or overtime as agreed with the SBM
- Undertake any other duties commensurate with the level of the post, as required, to ensure the efficient and effective running of the office
- To attend staff meetings when required and liaise and co-operate with colleagues on whole school matters
- To attend staff training days and other functions, which may fall outside normal school hours
- To ensure the safety and well-being of children and young people at the school by adhering to and complying with the school's Safeguarding (including Child Protection) policy and procedures at all times
- To adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
- To carry out any other reasonable duties as requested by the Headteacher, School Business Manager or Senior Leadership Team
- To work according to the School's policies and procedures and the staff handbook
- Support the school's Church of England vision and ethos
- Contribute to the maintenance of a caring and stimulating environment for pupils
- Operate within the school's Equal Opportunities framework



FAITH



HOPE



LOVE



GROWTH

Person Specification

Requirement	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> At least four passes at GCSE at Grade C or above (including English Language and mathematics) 	<ul style="list-style-type: none"> NVQ/HNC Level 3 Business Administration, School Business qualification
Experience	<ul style="list-style-type: none"> 2 years minimum experience of a supervisory or management role within a school office or equivalent customer facing environment Ability to operate IT packages (e.g. Microsoft Suite, SIMS, Internet, Invenry, Teams) Experience with Office 365 	<ul style="list-style-type: none"> Working knowledge of Schools Information Management System (SIMs) or equivalent MIS Working knowledge of school payment software (ParentPay)
Skills and Knowledge	<ul style="list-style-type: none"> Knowledge of Safeguarding, child protection, Prevent protocols/guidelines Effective communicator both written and verbal Ability to meet deadlines, and manage conflicting demands Ability to work with, and handle sensitive data and student information in accordance with GDPR guidelines Ability to effectively engage with a wide range of internal and external stakeholders Ability to handle all enquiries efficiently and in a timely manner Able to handle conflict or challenging situations in a calm and professional manner Ability to effectively use problem-solving and decision-making techniques. 	<ul style="list-style-type: none"> Working knowledge of Health, Safety and Well-being at work. Working knowledge of Trauma-Informed practices
Personal qualities	<ul style="list-style-type: none"> Excellent interpersonal skills and enthusiasm Strong communicator Ability to motivate a team Able to manage workloads and delegate appropriately Able to deal with matters on own initiative, using direction when necessary Excellent team player Friendly, helpful and professional manner Empathetic and emotionally intelligent A commitment to promoting the 	



FAITH



HOPE



LOVE



GROWTH

	<p>ethos and values of the school</p> <ul style="list-style-type: none"> • An ability to work under pressure and prioritise effectively • A 'Can do' approach to work in school • A commitment to maintaining confidentiality at all times • A commitment to safeguarding and equality and promoting the welfare of young people • Good attendance and punctuality • Resilience, energy and enthusiasm • Adaptability to changing circumstances and new ideas • Committed to the ethos and values of the school • Willingness to be flexible and take on additional duties as and when require. 	
Equal Opportunities	<ul style="list-style-type: none"> • A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way • A commitment to working in a multi - cultural environment and with students from diverse backgrounds and abilities • A commitment to working in a flexible and collaborative manner with all members of the school community 	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from their Line Manager, SLT or Headteacher to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.



FAITH



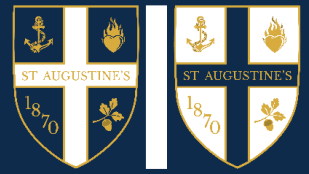
HOPE



LOVE



GROWTH



Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date on our application form (CVs are not accepted).

Thank you for your interest in the St Augustine's Federated Schools. We look forward to receiving your application.

How To Apply

Please visit <https://www.stahigh.org/about-us/our-current-vacancies/> to download our application form. Completed applications should be sent by email to applications@stahigh.org.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A supporting statement

Help and Support

If you have any queries, or for help and support completing your application, please contact applications@stahigh.org

Safeguarding Notice

The St Augustine's Federated Schools are committed to ensuring the highest level of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.