

**OFFICE MANAGER**

***Start: As soon as possible.***

**Closing date: 23rd September, Midday.**

**Local government pay scale for support staff: Point 25 – 30 (£29,577 – 33,782) pro rata, term-time only plus 2 weeks.**

**You should apply if:**

* You are creative and innovative.
* You have very high standards.
* You are highly ICT-literate.
* You can lead young people and adults.
* You are committed to the notion that literacy is all and everything in education.
* Knowledge of school admission systems and protocols would be an advantage although full training is offered to all successful candidates.
* A willingness to learn our internal data monitoring systems and to contribute to their upkeep would also be an advantage; being highly competent with Excel would help.
* Act as the daily lead for the small team of office staff (5 colleagues).
* Liaise with the school Leadership Team in ensuring an efficiently managed and purposeful office.
* Support the Leadership Team in the administration of HR—oriented work.
* Liaise between the school and the Trust.

**These are reasons why you might want to join us:**

* Our new school opened in March 2020 and the brand new department facilities will be yours to manage and oversee.
* You will be part of a wider school admin team.
* LBS has achieved a fourth successive year of outstanding results as we await our first Ofsted Inspection as a CAT school. We believe we are an OUTSTANDING school.
* The school is expanding rapidly.
* We will offer Post 16 starting September 2022.

**Other information**

To apply, simply click the button or, if you need further information, interested candidates should contact the school.

Lordswood Boys’ School is part of the Central Academies Trust (CAT). CAT is a recently formed educational Trust with members and directors drawn from the highest achieving and highest profile schools in Coventry and Birmingham. Led by our Chief Executive Dr. David Kershaw MBE, the Trust incorporates members and directors from industry and higher education amongst other fields. Committed to raising achievement in challenging schools and to securing the highest of high equity, we will work relentlessly to change young lives in the Midlands. Any professional that joins in with our mission will have opportunities to work across our schools in the coming years as we seek to develop and promote our own staff into outstanding school improvement experts or leaders of curriculum innovation and world class standards in education. We do not lack ambition.

See what the media say about us:

<https://www.birminghammail.co.uk/news/midlands-news/birmingham-eton-astonishing-story-how-16202482>

**Lordswood Boy’s School is among the most improved schools in England.**

**2021**

**English: 92% at Level 4, 64% at Level 5.**

**Maths: 92% at Level 4, 79% at Level 5.**

Lordswood Boys’ School is already one of Birmingham’s great educational success stories and we invite you to join us in our fabulous new, state-of-the-art building with our wonderful, engaging and highly intelligent and articulate young men. Come and see for yourself.

**Apply today and join our amazing success story.**

**Post title:** Office Manager

**School:** Lordswood Boys’ School

**Pay range:** Scale

**Line manager:** Principal

**Supervisory responsibilities:** Administrative staff/Receptionist

### **General Responsibilities**

* To provide leadership to the school’s administrative systems and staff.
* The School Office Manager provides effective and confidential support to the Trust, Head of School and the Deputy Principal and in addition ensures the smooth running of the School Office.
* To provide professional HR advice and support to the School, and to colleagues at school within the Trust as required facilitating the achievement of educational objectives whilst managing risk and ensuring statutory compliance.

**Strategic:**

* Work both independently and with BCC HR to maintain all HR related policies and procedures, systems and processes, underpinned by statutory compliance, best practice and added value.
* Develop effective professional working relationships with stakeholders at all levels, including colleagues, governors, trustees, trade union representatives and external agents.
* Manage and monitor HR casework, seeking assistance from the CCC HR as required.
* Monitor staff recruitment, retention, training and development, to assist in ensuring that they are cost effective and that the School secures competitive advantage.
* Contribute to the Trust's emerging strategies in relation to recruitment and retention, succession planning and talent management, and learning and development.
* Produce reports for School Leadership, the Local Governing Body and the Trust as required.
* Assist in ensuring compliance with and that the School is working towards the aims of the Public Sector Equality Duty.
* Monitor and manage staff health and wellbeing in the work context, including stress attributed to work and work/life balance.
* Ensure that the HR function operates in line with the HR Key Perfomance Indicators and Key Risk Indicators identified, including those in relation to staff absence.
* Advise in respect of and manage change, including work force re-modelling.
* Work with the Business Manager to monitor and manage HR related Service Level Agreements, to ensure that the School is securing the best services to meet its needs.
* Monitor/audit the practice of the School's HR function/management practice to identify areas of concern/risk/success, and also inform relevant stakeholders.

**Operational:**

**Day to day running**

* Ensure that the safeguarding policies and procedures and statutory guidance that underpin working practices are followed at all times, including Keeping Children Safe in Education.
* Ensure that all information/data that is obtained and processed by the School's HR function is managed in accordance with data protection requirements and that confidentiality and security are maintained at all times.
* Ensure that personnel files are kept up to date and contain relevant information.
* Co-ordinate the recruitment and appointment of staff in liaison with colleagues, including the administrative process, the provision of advice and guidance, and ensuring that the Trust's Safer Recruitment Checklist is implemented.
* Work with managers to update job descriptions and person specifications, ensuring that they are fit for purpose, in a consistent format and that job evaluation is undertaken as required.
* Ensure that all required pre-employment checks are carried out and are recorded in the School's Single Central Register, in accordance with statutory requirements and safeguarding best practice.
* Provide advice in respect of terms and conditions of employment, including contractual, statutory and implied terms.
* Ensure that employees receive fit for purpose and accurate contracts of employment within the statutory time limit and contractual variation letters as required.
* Organise and participate in the delivery of staff induction, ensuring that it is fit for purpose.
* Ensure that all types of staff absence from work are reported and recorded appropriately, including annual leave, ill health and special leave; monitor and analyse all types of absence taking action as may be required.
* Provide the Principal with a weekly HR report containing relevant information in an agreed format.
* Ensure that the most up to date policies and procedures are readily accessible to all staff, communicating them in differing formats as may be required.
* Assist with the collation, monitoring and analysis of information for the purposes of equality monitoring.
* Liaise with the Principal in respect of recruitment and training expenditure seeking authorisation as required.

**External Users**

* To be responsible for ensuring the administrative co-ordination of the hiring of the School by external organisations, supporting the Business Manager.
* To provide information to the staff and general public about the use of the School and to promote its reputation as a Centre.

**Main Office Responsibilities**

* Manage the school’s administrative staff.
* To be responsible for providing a personal reception service to staff, students, parents and the general public which ensures that effective, user friendly information and advice is provided at all times.
* Lead the planning, design, organisation and monitoring of support systems, procedures and policies.
* Lead the development and maintenance of the school’s records and information systems.
* Manage the school’s financial administration, budget monitoring and use of premises.
* Manage the governing body’s responsibilities.
* Manage the school’s contracts with external providers of services and equipment.
* Reception duties, including answering incoming calls and scheduling appointments.
* Follows up on phone calls and contacts as appropriate.
* Answers general emails and postal correspondence with customers and suppliers.
* Book meeting rooms.
* Processes expenses and invoices.
* Creates budgets and orders office supplies.
* Files and archives accurate records.
* Contacts suppliers.
* Manages health and safety as well as fire regulations within the office.
* Negotiates and manages office insurance contracts.
* Manages office subscriptions to magazines and online resources.
* Monitors training material and confirms it's all up to date.
* Provides administrative support for SLT and the Trust as needed
* Efficient administrative support on all matters relating to safeguarding, child protection and other pastoral issues managed by SLT, to include letters and file notes.
* Responsibility for collating information, documents and statistics for Reports to Governors authorised by the Head of School, Deputy Principal and the Trust.
* Preparation of documents for Inspection, as directed by the Head of School, Deputy Principal and the Trust.
* Preparation of documents for staff appraisals and typing up meeting notes.
* Preparation of correspondence relating to any allegations, complaints, incidents and ICT violations.
* Management of pupil records and filing (paper and electronic).
* To take the lead on free school meals and ensure that the School achieves maximum take up.
* Pupil sanctions and disciplinary administration to include the preparation of letters and necessary records and the provision of statistics as required.
* Maintaining records of all staff Safeguarding Training (DSL / Prevent / Staff Training).
* Administrative support to the Prefect selection process.
* Administration of student prizes and celebrations.
* Administration of new staff reading key policy documents to ensure the school is compliant with legal requirements.
* Taking and distributing minutes for the Weekly Leadership Meetings.
* Taking and distributing Staff Notices given at the weekly Briefings.
* Assisting with the preparation and production of the school’s termly calendar .
* Calendar Management including calendar entries for trips and events.
* Management of non-timetabled room bookings.
* Supervision of trip reports and administration.
* Involvement in the appointment process for Admin staff.
* Close liaison with other support functions including the ICT Services, Marketing, Admissions, and HR.
* Responsibility for opening and distribution of School Office and generalised mail daily.
* Maintain stationery stocks in the School Office.
* Attendance at all safeguarding training as required by the school.

**Access in the building**

To be responsible for issuing external visitors, internal staff and student ID

**Equalities**

Be aware of and support difference and ensure that the school’s equalities and diversity policies are followed.

**Health and Safety**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

**Uniform**

To oversee the selling of uniform

To liaise with Uniform supplier

To promote with parents and students

To ensure that it is easy for parents and students to purchase uniform

**Cashless Catering**

To ensure that any student issues are resolved

To promote use of parent pay linked to cashless catering

**General**

To deputise in the absence of the Head of School in relation to HR and administration of the School.

To be responsible for overseeing, supervising and co-ordinating the work of staff in the Finance and reception team.

**Professional Characteristics, skills and experience – Specification**

* Proficiency in Microsoft Office
* Good Communication Skills, Both Verbal and Written
* Exceptional Organisation Skills
* Professional Telephone Manner
* Appropriate Mathematical Skills
* Ability to Maintain Strict Confidentiality
* Ability to Prioritize Effectively
* Keen Attention to Detail
* Excellent Time Management Skills
* Excellent and Accurate Data Entry Skills
* Positive Attitude; Reliable and Dependable
* Ability to organise, lead and motivate staff.
* Understanding of the needs of children.
* Highly proficient IT skills including MS Office Word and Excel.
* Ability to develop positive relationships with staff, parents, pupils and outside agencies.
* Ability to maintain confidentiality at all times and work with discretion when dealing with sensitive and confidential information.
* Highly organised and able to work under pressure to manage multiple priorities and
* Willingness to participate in further training and development opportunities offered by the school, to further knowledge.
* Ability to work effectively and supportively as a member of the school team.
* Ability to act on own initiative, dealing with any unexpected problems that arise.
* Maintain high professional standards of attendance, punctuality and conduct.
* A commitment to support extra-curricular activities and to the school's involvement in the wider community.
* To promote the School's ethos, values and vision.
* A very good attendance record.
* Ability to demonstrate commitment to Equal Opportunities.

Lordswood Boys’ School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.