



Shaftesbury School

OFFICE MANAGER

START DATE: SEPTEMBER 2024



SAST

SCHOOLS ACHIEVING SUCCESS TOGETHER

May 2024

Dear Applicant,

Thank you for expressing an interest in the post of Office Manager at Shaftesbury School.

We are looking for an Office Manager to join our team from September 2024. This is a permanent, full-time role.

In our most recent inspection in March 2023, we were delighted that we were judged by Ofsted as being “Good”. The report reflects the wonderful quality of education we provide, the nurturing environment we have cultivated, and the positive impact we make on the lives of our students. The inspectors commended our commitment to excellence, the strength of our teaching and learning, and the exceptional progress our students have made under the guidance of our team. Our SIAMS inspection also highlighted that we have areas of excellence across the school community and we are a place where young people thrive.

At Shaftesbury School we hold an educational vision close to hearts of everyone “being the best they can be”. Just as Jesus used the parable of The Good Samaritan to explain, “love thy neighbour as thyself”, we too have this at the root of our ethos. This vision and ethos is brought to life through our core values; Belonging, Empathy, Service and Thrive. Staff have the highest expectations of every student and guide them to ensure they become confident learners, who will leave Shaftesbury School with an excellent level of knowledge, skills and experience to flourish in an ever-changing world.

We are pleased to be part of SAST. There is real strength in coming together with a collective responsibility for all of the children’s development and progress between 0-19 years. We believe in preserving schools in the local community. This means that there will be considerable local expertise to support staff with the chance to make a contribution to any wider developments.

Shaftesbury School is a great place to work and is a beautiful town itself; most students come from Shaftesbury and the surrounding area. The school is set on the edge of the town, close to the A303 and within easy commuting distance from the south coast of England, Bath, Salisbury, Yeovil and Wimborne.

We are looking for someone with high expectations, who is able to motivate and organise. We are looking for someone who will go the extra mile and can make substantial and sustained contribution to the school team and beyond. In return, you will join a school and a trust that is full of activity, opportunity and optimism. You will join a school that has a centralised behaviour management system, supporting staff workload. The school has an Alternative Provision on site for students who struggle with the mainstream lesson setting and these are fully staffed. Shaftesbury is a school which has a thriving 6th Form and fantastic facilities, including a staff gym, an industrial hospitality facility for our Catering courses, five ICT suites, a 6th Form and Staff Café, a fully resourced Library, staff refreshments every day, a multi-faceted Steps to Support programme for our young people, a staff well-being charter and staff counselling.

We look forward to reading your application and we will contact all applicants following shortlisting. There is further information about the school on our website www.shaftesburyschool.co.uk and the trust at www.sast.org.uk. You are very welcome to visit us in advance of an application or please contact the school office for any further information. On behalf of the staff, children, and governors we look forward to meeting you.

With our very best wishes,

Donna London-Hill
Executive Headteacher

Stephanie Bowen
Head of School

THE ADVERT & APPLICATION PROCESS

We look forward to receiving your application by **9am, Monday 10th June 2024**

The interviews will be held week **as soon as possible after closing date**

Salary: Grade 9, Scale point 19. ACTUAL: £26,190 per annum
Contract: 37 hours per week, Permanent, 39 weeks per year (term time plus inset days)

We are looking for an organised and dedicated Office Manager to join our team at Shaftesbury School. The postholder will be responsible for PA support for the Headteacher and Senior Leadership team and have oversight for all office and administrative services for the school.

The postholder will play a crucial role in the day-to-day running of the school and be a key link with SAST Shared Services. The Office Manager will provide PA support for the Headteacher and the SLT. The working environment is busy, and you will be working on varied tasks on a daily basis. The postholder will need to be able to work on their own initiative and prioritise their workload to best meet the needs of the school. The Office Manager will represent the school with various stakeholders.

You are asked to provide the following:

- A completed application form
- A letter of application of no more than 2 sides of A4 detailing your experience and expertise

Completed applications should be returned by email to: recruitment@sast.org.uk

Should you wish to arrange a visit to view the School, please do not hesitate to contact Shirley Yeo, Office Manager on Shirley.yeo@shaftesburyschool.co.uk and they will be happy to arrange this for you.

SAST will conduct online searches of shortlisted candidates. In line with KCSIE guidance, this will be part of safer recruitment checks, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as administering first aid or supporting an upset child. It will have contact with young people on a day-to-day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

SAST recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural

acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex or sexual orientation.

This role is UK- based and your right to work will need to be established as part of the appointment process.

(Internal ID Number: RAF421)



JOB DESCRIPTION

Post: Office Manager

Salary: Grade 9

Main Purpose:

Responsible for the line management, deployment and delivery of all office and administrative services for the school. Provide PA support to the Headteacher and Senior Leadership Team. Key liaison with SAST Central Team. Ambassador for the School with key stakeholders.

Main Responsibilities & Duties:

- Under the guidance of senior staff, be responsible for undertaking administrative, financial and organisational processes within the school.
- Provide administrative and PA support for Headteacher and Senior Leadership. This will include diary management, attending meetings and dealing with confidential matters.
- Manage the school office and carry out all administration duties and financial monitoring for small amounts.
- Human Resources support for the school – such as arranging interview days, recording absence, liaising with HR Admin Team regarding offers and staff records and updating SIMS.
- Where required be responsible for all admissions/new intake data.
- Comply with and assist with the planning and development of support services and school procedures and policies relating to child protection and health and safety.
- Manage, train and develop a small team of administrative staff as appropriate.
- Key Liaison with SAST Shared Services.
- Undertake administration of complex procedures
- Data Protection support for the School.
- Manage manual and computerised record/information systems. Produce reports and statutory returns as required.
- Support audit process and process overtime, staff absence and other school based finance/HR requirements.
- Co-ordinate school transport requirements as required. Liaise with transport contractors to resolve day-to-day issues.
- Co-ordinate school trips and school events such as open days as required.
- Co-ordinate and/or administer First aid as required.
- Support Health and safety compliance.
- Provide remote support and guidance for school administrators in our smaller schools as necessary.
- Provide flexible cover in the event of absence in our smaller schools as required.
- Attend meetings i.e. SLT, LGB.
- Undertake other duties as directed and commensurate with the grading of the role.
- Promoting and safeguarding the welfare of children and young people in accordance with the Trust's safeguarding and child protection policy.

Knowledge & Skills:

Essential

- Good general education – Minimum of 5 GCSE's, Grade A* - C with Grade A*-C in Maths and English
- NVQ4 in Business and Administration or equivalent (i.e. School Business Professional Qualification Level 4)
- Demonstrable experience of working in a school environment

- Demonstrable experience of managing a team of administrative staff
- Demonstrable experience of working with financial systems and procedures
- Demonstrable experience of working with HR systems and procedures
- Experience of successfully managing, leading and developing relevant administrative/ financial functions, including sound budget control and advice
- Knowledge of GDPR 2018 and Data Protection Act 1998
- Have strong verbal and written communication skills in order to train and motivate their own staff, as well as exchange information with a range of audiences (e.g. staff, pupils and others)
- Have strong IT skills including proficient in the use of Microsoft Office products
- Have advanced keyboard skills in order to produce documentation using speed and precision (e.g. audio and touch typing); the post holder will need to be able to record information on financial management IT systems
- Be methodical in approach, e.g. in order to organise school trips and events
- Be numerate in order to manage and handle cash as required

Supervision and management

- The post holder will often be required to work without direct supervision. Supervision will be present where necessary.
- The post holder will be required to undertake full line management of office-based staff

Problem Solving and Creativity

- The post holder will be required to:
- Solve varied problems related to financial management, administration and staff management etc

Key Contacts and Relationships

- Daily contact by telephone/face to face with Headteacher/Staff/Pupils/Parents and other visitors to the school.

Decision Making

- The job involves working within recognised procedures but will require initiative. The work will involve responding independently to unexpected problems and situations.

Resources

- General Office equipment (e.g. Word-processor, photocopier, telephone and post/franking machinery.)

Working Environment:

Demands

- The post holder will be required to stand and walk as a part of their role; there are limited requirements for lifting and carrying (e.g. files, boxes, office items, stationery).

There is some work-related pressure, caused primarily by interruptions and the need to reprioritise tasks due to conflicting demands.

ABOUT SHAFTESBURY SCHOOL

Shaftesbury School is 11-18 school with just fewer than 900 pupils. Shaftesbury School has been successful in gaining good results for its students at both GCSE and A-level. The Sixth Form students have an excellent record of success in gaining university entrance. We are a proud school which attracts students from around the local Dorset area.



Shaftesbury School

Shaftesbury School has been a place of learning for over 300 years. The school and town have seen many changes over the years but what has not changed is our commitment to education. Our intention is to deliver a broad and balanced school curriculum which is dynamic and challenging for all learners and to reflect our school's rich cultural diversity.

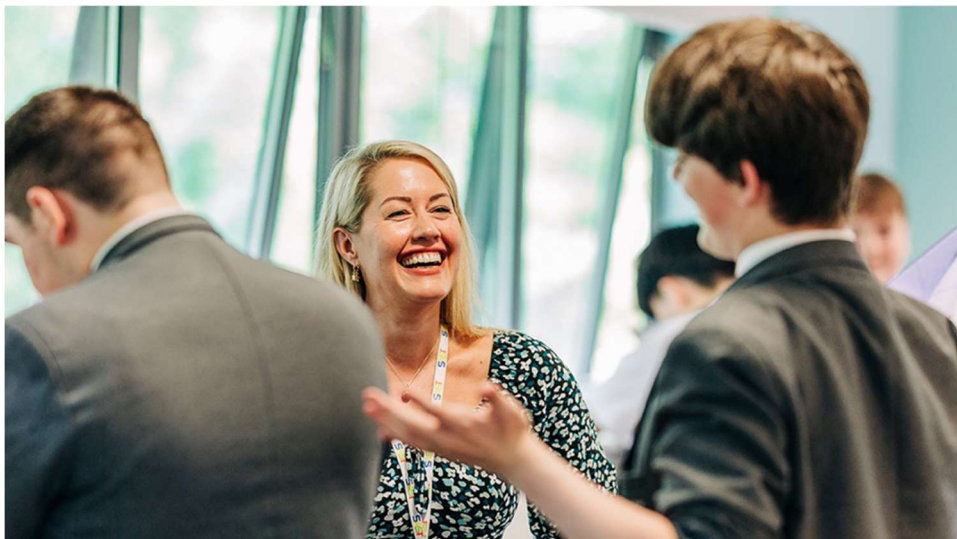
Our curriculum is built on a strongly held belief that effective learning takes place when literacy, questioning, challenge, engagement, feedback and progress are apparent and a commitment to a curriculum intent that provides for both knowledge acquisition and the development of key skills needed for their next stage in life. This is set in a Christian context that promotes inclusivity. Every student is encouraged to be an autonomous learner with high aspirations. We want our students to believe in themselves and be actively engaged in their learning, seeing the connection between the knowledge that they learn in school with the lifelong personal and academic skills that they need to fulfil what they want to become tomorrow.

We promote the highest expectations of our students and encourage everyone to be the best they can be. Our core values are **BEST - Belonging Empathy Service Thrive**. Our guiding principle, "Being the Best You Can Be," is deeply rooted in the teachings of Jesus Christ, particularly his second commandment,

"Love thy neighbour as thyself" (Matthew 22:39). This biblical wisdom illuminates our commitment to nurturing a community of compassionate, inclusive, and empathetic individuals.

Shaftesbury School is a wonderful place to work and has a special atmosphere and feel. It became an Academy in June 2014 to sustain the quality of our outstanding provision. We joined SAST in July 2020 and are now part of a family of 18 schools in the local area.

Shaftesbury is a beautiful rural country town that has easy road and close rail links to London, Bath, Bristol, Exeter and the glorious Dorset coast. North Dorset and the south-west of England combines the space and beauty of the Dorset countryside with a variety of famous sites, events, and activities for all.



INFORMATION ABOUT WORKING FOR SAST



SAST is a multi-school trust, formed in June 2017, with 18 schools across Dorset and South Somerset. We have more than 5,700 students and over 850 members of staff. There is real strength in coming together with a collective responsibility for all the children's development and progress between 0-19 years. SAST has large town primary schools with over 300 children, smaller village primary schools and nursery provision. SAST also has 5 secondary schools, some with a Sixth Form provision. There is a mix of formerly maintained and Church of England schools - both voluntary controlled and voluntary-aided in the Diocese of Salisbury. We believe in preserving Schools in their local community.

Our Schools:

A key principle of the SAST is that member schools maintain their own character, such as church and community status. All schools in the multi-school trust are equal partners and are committed to the principles of collaboration, sharing expertise and resources to enable all partner schools to deliver excellent education for all young people in their care.

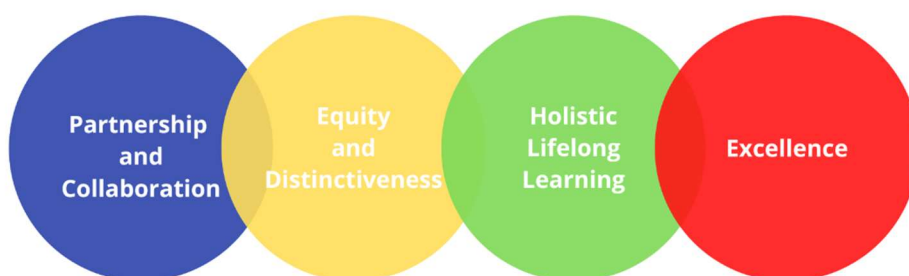
At the heart of SAST is the desire to work in partnership, to collaborate with others and to be outward facing for the benefit of children and staff. The schools have extensive links beyond the immediate area and are keen to extend these further.

SAST works by providing opportunities to share and improve - to develop further our provision as well as supporting the quality of leadership and management. This includes sharing best practice, being creative in maintaining a broad and diverse curriculum, ensuring the care and support is in place for children and families and enabling further staff and teacher development. We also work together on meeting the challenges of funding and the opportunities for financial efficiency, determining for ourselves which services and providers we will use to provide outstanding provision for our children. There is real strength in coming together with a collective responsibility for all of the children's development and progress between 0-19 years.

Our Vision:

Delivering educational excellence through aspiration and collaboration.

Our Values:



Partnership and Collaboration

Our schools support each other, by sharing expertise and resources, to ensure improvement.

Equity and Distinctiveness

We celebrate the individuality of each school and all in it. We are proud to be at the heart of our local communities.

Holistic Lifelong Learning

We promote the personal development of every child and a love of lifelong learning for our students and staff.

Excellence

We provide a high-quality education to enable all students and staff to aspire, thrive and succeed.

Organisation - How we work:

All our schools are successful. Of course, we recognise that we need to continually improve and evolve. The priority is to enable every school to continue to provide an excellent education for all our students while protecting their role at the heart of the community, along with our unique qualities and strengths.

There is a balance as to the responsibilities delegated to schools and those that are the responsibility of SAST. The focus is to continually evaluate, improve and develop through strong, effective and accountable leadership at all levels. The aim is to establish clear, simple and effective accountability including slim and streamlined governance.

Partnerships:

Partnership and collaboration is a core feature of all our schools – a genuine desire to be outward-facing, to use the best ideas from across the world. The schools have always worked closely together across Dorset and Somerset.

SAST Benefits:

As part of SAST, we can offer you a range of benefits including:

- High- quality CPD opportunities
- A strong and highly experienced network of Trust senior leaders
- Access to the Local Government Pension Scheme
- Employee Assistance Programme
- On-site nursery provision at some of our schools
- Cycle to work scheme

