



JUBILEE HIGH SCHOOL

# OFFICE MANAGER

## Application Pack



Bourne Education Trust



# WELCOME MESSAGE

## **Mark Conroy** **Headteacher**

Thank you for your interest in the role of Office Manager at Jubilee High School. We look forward to learning more about you, and to you learning more about our organisation, our ambitious aims, and our remarkable staff and children.

Jubilee High School is a high performing comprehensive school in Addlestone, serving the educational need of families in Runnymede, Woking and Elmbridge.

We are committed to ensuring that every child thrives during their time with us - our priority as a school is to ensure our students achieve more than they thought possible. Our aim is to create lifelong learners who will be resilient, open minded, aspirational and reflective, ready to take on any challenges in life beyond Jubilee High School.

Our students benefit from an extensive range of artistic, cultural and sporting activities, ensuring students enjoy a personalised pathway which allows ALL to flourish. The school also has a specialist centre for communication and interaction needs.

For more information on what Jubilee High School has to offer, please visit the website [www.jubileehigh.surrey.sch.uk](http://www.jubileehigh.surrey.sch.uk) or call 01932 884 800 to arrange a visit.



# JUBILEE HIGH SCHOOL OVERVIEW



## ABOUT US

Jubilee High School is a successful and popular secondary school, providing education to children within our local area and is an integral part of the community.

*"Transforming schools...changing lives"* is at the heart of everything we do and being part of BET allows us to work closely with other BET schools in ensuring our students receive the best education during their time at Jubilee High.

We are committed to ensuring that every child thrives during their time with us - our priority as a school is to ensure our students achieve more than they thought possible. In March 2024, we were very proud to receive our very strong "Good" Ofsted grading!

The school has recently completed a 3-year redevelopment plan which has seen a huge investment in our school, and we are very pleased to offer first-class facilities including a new business resource centre (BRC), personalised learning hub, theatre, dance studio, rowing suite and squash courts and over 45 clubs within our enrichment programme.

# CONTEXT

Students and parents of Jubilee High are very positive and complementary about the culture of learning we set, with staff having the highest expectations for each and every child. Our students benefit from an extensive range of artistic, cultural and sporting activities and enjoy a broad, balanced and engaging curriculum. The school also has a specialist centre for communication and interaction needs.

Jubilee High students receive excellence and enjoyment from their education, supported by caring and skilled staff.

Parents and students who choose Jubilee High are assured of high standards of teaching and learning in a modern, well-equipped environment.

# OFSTED

OFSTED INSPECTION MARCH 2024

Pupils are proud to attend Jubilee High School. Many recognise and enthuse about how their school has improved over recent years. They value how positive relationships with staff help pupils to perform beyond their own expectations, both academically and across the wider curriculum. Pupils typically enjoy their learning and relish the wide range of extra-curricular clubs and activities on offer. As one pupil keenly shared, *"Teachers here go above and beyond. They put in so much time and effort because they really want us to succeed."*

There are high expectations of pupils across the school. Staff work together to ensure that pupils learn confidently across most of the curriculum.



# OUR VISION & VALUES

*'Every individual learns, achieves, thrives'*



## OUR VALUES

School life is based around our core teaching and learning value.

EILAT:

- Expectations
- Intervention
- Lifelong learning
- Assessment
- Tracking progress

## OUR VISION

At Jubilee High School we seek to be a school that appreciates and develops the talents and skills of each individual. We endeavour, through active partnership with home and the wider community, to prepare our students to face the future with confidence and take up the opportunities and challenges of life in the 21st Century.

Our students, staff and parents are proud to be actively engaged members of the school community, demonstrating a culture of respect for the school and its values.



# BOURNE EDUCATION TRUST OVERVIEW



## ABOUT BET

Bourne Education Trust ('BET') was established in 2011 and has grown steadily since then. It is largely Surrey based but has also expanded into Hampshire and Richmond. It is made up of 22 academies, 3 associate schools and one free school due to open in September 2024. Of its 26 schools, 14 are primaries, 9 are secondaries, and, with the new free school, 3 are specialist schools. It is responsible for the education of approximately 12,500 pupils and employs just over 1,300 staff. The Trust is organised into both phases and clusters to support collaboration.

The size of its schools ranges from a one-form entry primary to an eight-form entry secondary school with a sixth form. Schools are equally important and carry the same influence in terms of decision-making within the Trust. Each school has its own Head and Local Governing Committee. The Trust is led by Alex Russell, Kate Sanders, Rob Isaac and Penny Alford.

# BET VALUES

BET's values are summarised by our strapline: 'Transforming schools; changing lives'. We absolutely believe that all children regardless of context or background deserve a great education, hence our involvement in schools and communities that have not always experienced this. Whilst we want our schools to retain their own identity, all BET schools share environments that are extremely warm and welcoming, professional, relentlessly positive, highly aspirational and characterised by happy and safe pupils with excellent relationships between them and the staff. In all classrooms and beyond pupils enjoy creative and effective teaching and learning that fosters belief and confidence.

# BET PHILOSOPHY

Our philosophy is to have schools working as effectively as possible and serving their community. We err towards independence but never forget we are one organisation working together. Our schools welcome the support of the Trust and its collective ethos but relish their remit as local schools and the responsibility that brings. We are highly focussed on our work on equality, diversity and inclusion ('EDI') and environment, social and governance ('ESG') to ensure our organisation is highly sustainable and a driver for social justice. This permeates through our Trust-wide think tank, our CPD offer and our quality assurance approach.

For more information, please visit our website [www.bourne.education](http://www.bourne.education).





# BET BEHAVIOURS

4 shared behaviours - we are reflective, aspirational, optimistic and inclusive.

## REFLECTIVE

- ✓ Being outward facing and continually scanning the horizon
- ✓ Making decisions carefully, drawing on evidence, risk analysis and research
- ✓ Deploying school resources so they are sustainable and have long-term impact to safeguard the future for our young people
- ✓ Learning without borders by working with and learning from different phases, specialisms and sectors

## OPTIMISTIC

- ✓ Being resilient, energetic, proactive and positive whilst taking responsibility for solving issues
- ✓ Believing that everyone has potential, is valued and can contribute Clearly identifying and sharing why we do what we do
- ✓ Focusing on the team's outcome and not just the individual

## ASPIRATIONAL

- ✓ Creating a culture of high performance and professionalism where morale, health and wellbeing are high
- ✓ Holding one another to account and having the courage to challenge and to question
- ✓ Creating great places to work where people feel supported, empowered and encouraged to achieve their ambitions
- ✓ Creating community confidence and pride in our schools and Trust

## INCLUSIVE

- ✓ Acting as a positive force for equality; creating communities where everyone can be their authentic self and have a sense of belonging
- ✓ Committing to social justice and sustainable leadership whilst acting with humility and integrity
- ✓ Learning about our biases and blind spots and challenging expectations and stereotypes
- ✓ Showing high levels of emotional intelligence, being highly visible and communicating precisely, accessibly, and confidently

JOB

# DESCRIPTION



## Role information

<b>Location:</b>	Addlestone, Surrey
<b>Position:</b>	Office Manager
<b>Contract:</b>	Permanent, Part-time (term time plus) 36 hrs per week, 40 weeks per year
<b>Working Pattern:</b>	Monday to Friday, 8am-4pm
<b>Salary:</b>	PS6 £26,203 to £28,101 pro rata (FTE £29,697 - £31,848)
<b>Benefits:</b>	Workplace pension through LGPS; generous holiday entitlement; occupational sick pay; recognition policies for exceptional performance and long service; ongoing training, learning and development opportunities; HR and wellbeing support; family friendly policies; network of support in HR, finance, ICT and legal

## Office Manager

To oversee and ensure comprehensive and timely administrative support, working closely with the School Business Manager to support the aims and strategic direction of the school. Leading and managing the office administrative team to deliver effective and efficient administrative and clerical support within the school alongside an excellent and proactive front-line customer service to families and visitors.

### Responsible to:

School Business Manager and ultimately Headteacher

# JOB

# DESCRIPTION



## Main Duties and Responsibilities

### Office Management:

- Line management, training and development of designated administrative staff including reviewing performance and conducting staff appraisals
- Ensure the smooth and efficient running of the administrative functions within the school
- To act as a liaison between the Headteacher, Leadership Team and the wider School Community to ensure that matters are dealt with promptly and effectively
- Oversight and/or management of pupil related data within appropriate systems
- Provide administrative support to teachers and Leadership as required
- To ensure that visitors and members of the community are greeted and welcomed to the school in a warm and professional manner, and in line with safeguarding expectations
- To assist pupils and staff who come to the school reception throughout the school day
- To use the school's communication and IT systems to provide and gather information needed for effective communication and the efficient operation of the school's office
- Undertake any other duties of a similar level and responsibility as required and/or any other tasks as reasonably requested by Senior Leadership

### Administration:

- Provide administrative support to teachers and Leadership as required in addition to general administrative duties as required
- Filter, direct or redirect calls to the most appropriate person to deal with the enquiry at the lowest level, providing as much help and support as possible if the most appropriate person is not available
- Assist pupils and staff who come to the school reception throughout the school day
- Use the school's communication and IT systems to provide and gather information needed for effective communication and the efficient operation of the school's reception

# PERSON SPECIFICATION



## Key Skills Required:

- An awareness, understanding and commitment to the protection and safeguarding of children (E)
- Minimum 2 Years of relevant work experience (E)
- Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications (E)
- Proven track record of continuous professional development (E)
- Excellent communication skills, both written and verbal (E)
- Ability to evidence experience of prioritising, planning, organising, and meeting deadlines (E)
- Excellent and effective administrative and ICT skills, demonstrating proficiency in all MS office applications (E)
- Experience in working with data management and information systems (E)
- Ability to work independently using own initiative and manage time effectively (E)
- Ability to maintain an orderly working environment but be flexible to cope with interruptions and changing priorities (E)
- Experience of school software packages such as Arbor (D)
- Experience of social media platforms within a professional context (D)

## Personal Qualities:

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we invest in you through Continuous Professional Development.



# APPLICATION PROCESS



Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is Wednesday, 20th November 2024. Prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

To apply for this position, you must complete our online application form (CVs without a fully completed application form will not be considered). Candidates applying via other job sites should follow the instructions provided.

We would welcome the opportunity to show you around the school and to answer any questions. To arrange a visit or to discuss the role further, please contact Jane Jolley, PA to the Headteacher and HR Assistant on [jolleyj@jubileehigh.surrey.sch.uk](mailto:jolleyj@jubileehigh.surrey.sch.uk)

Candidates should note that the intended date for interview is Wednesday, 27th November 2024.

## **SAFEGUARDING:**

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

## **EQUAL OPPORTUNITIES:**

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



## HEALTH AND SAFETY:

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy work environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.

