



Beths Grammar School

Office Manager

Recruitment Pack





Dear Applicant,

Thank you for your interest in this exciting and very important post.

Beths is an academic institution that fosters an ethos in which working hard and wanting to achieve are the norm: where it's cool to be clever and successful. This is as true for the staff as for the students. We are ambitious for the young people in our care and seek to help them secure the very best outcomes of which they are capable. As a selective school, the staff have the privilege of educating intellectually able young people; and the students have the privilege of being in classes in which progress in learning can be rapid, and subjects explored in real depth.

As a school, we are committed to being a world-class learning community that enables all young people to succeed. We aim to create young adults who are forward thinking, confident, motivated, competitive and are highly successful. They understand the purpose of becoming an independent learner and strive to become self-directed and comfortable with the unknown.

Central to everything we do is the culture of high expectation and aspirations. Students are encouraged to develop a love of learning and reading, to think for themselves and to maximise their full potential.

The backbone of our student's success is the staff, both teaching and non-teaching. Our support staff play a pivotal role in the mechanism of the school functioning.

We are looking for an Office Manager with real drive, someone who is unafraid to tackle difficult issues, who knows how to keep the school administration running smoothly and someone with determination, resilience, humility and a sense of humour, who can manage a team of three admin staff.

If you have a passion for administration, organisation and can lead and inspire others, we very much look forward to hearing from you.

With best wishes,

RJBlyghton

Mr R J Blyghton
Headteacher



BACKGROUND

Set in acres of pleasant grounds, Beths Grammar School is located within easy commuting distance of both central London and Kent, offering the advantages of a diverse and forward-thinking community within a haven of green space. The mainline railway station is less than ten minutes' walk away; while for road users, there is a junction on the A2 close by (two of the three school fields run alongside the A2). Many



staff choose to live close to the school, or in neighbouring boroughs, and the borough of Bexley has a wealth of high performing schools and good quality housing stock at competitive prices.

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While Beths is a traditional grammar school, it is geared for the twenty-first century. ICT is widely used and both students and staff are provided with their own electronic devices. We offer a broad and balanced curriculum that not only enables all boys to take the EBacc, but also encourages them to study subjects such as music, drama and art. A wide range of A Levels is offered in our large Sixth Form.

As well as being a beacon of academic pursuit and excellence, Beths Grammar School is renowned for its enviable co-curricular enrichment programme that, through sport, the arts, clubs and societies, nurtures the whole child. This is why many boys – and girls in the Sixth Form – want to come here; and it is also why so many parents are pleased to send their children to Beths. Emphasis is placed on developing leadership skills, best exemplified by the work of the prefect teams, but also through opportunities lower down the school such as our thriving School Council. We believe our students are our best ambassadors. We value our students collectively and individually and acknowledge – and celebrate the fact – that they are all different.

Beths is committed to staff development. We have a strong CPD programme based on the principle of 'expertise from within'. Staff at all career stages have opportunities to lead training and we are keen to develop the leadership skills of our members of staff as we are those of our students.

Our students achieve highly in Year 11 and the Sixth Form; but we are not complacent. At Beths we are determined to deliver the very best to our students – and we seek to recruit like-minded, outstanding practitioners who also want to give the wonderful young people who study here the world-class education they deserve.



OFFICE MANAGER - ADVERT

September/October 2023 start

6.1-6.4 Bexley Support Pay Scale

(£25,629-£26,913 Outer London Fringe + Local Government Pay Review pending)

52 weeks (all year round), 8:30am-4:30pm (36 hours per week), 25 days annual leave

We wish to appoint a committed and enthusiastic person able to manage our busy school office, deal with students and the public and share the varied duties of the administration team. Excellent interpersonal skills and the ability to remain calm under pressure are essential, as is a good sense of humour.

The ideal candidate should have a calm and professional manner, along with adaptability and the ability to multi-task and respect confidential information relating to staff, students and families. It is important the successful candidate can offer good communication skills and is proficient with Microsoft Office. A willingness to learn and adapt is always essential and training and support will be provided where needed.

Responsibilities and duties will be varied, as would be expected in a busy office environment, but will include: managing a team of four, ensuring the front of house is presentable and professional when welcoming school visitors, liaising with all school stakeholders and ensuring the school office operates effectively. The role may also include administering first aid, when required, for which training will be provided. Please see job description for more information on the role.

Why join Beths?

- CPD programme for staff development
- 24/7 Employee Wellbeing Support Programmer (free & confidential)
- Local Government Pension Scheme
- Cycle to work scheme
- Free parking onsite
- Use of School gym
- Staff social events

Application Process

Applications should reach the school by **1pm on Monday 25th September 2023** but we encourage you to apply early as we will interview prior to the closing date should we find the right applicant.

We prefer electronic submissions and application forms can be found on TES or on the school website under Support Staff Vacancies, no CVs please.

Prospective candidates are very welcome to look around the school and meet the Business Manager and other Senior Staff by appointment. Our website and school films will give you a flavour of the vibrant and exciting environment we work in.

We intend to interview towards the end of week commencing 25th September 2023 and/or early week commencing 2nd October 2023.

A programme of activities for the interview process will be sent separately to those selected for interview. Due to high volumes of applications expected, if you do not hear from us by the 27th September, please accept you haven't been shortlisted for interview and we thank you for your interest in working at our school.

OFFICE MANAGER - JOB DESCRIPTION

Post Title:	Office Manager
Department:	Support Staff
Grade:	Bexley 6.1-6.4 (£25,629-£26,913 Outer London Fringe + Local Government Pay Review pending)
Contract - Hours:	52 weeks (all year round), 8:30am-4:30pm (36 hours per week)
Responsible to:	Business Manager

Purpose of the role:

- To ensure the delivery of efficient and effective student administration and administrative support to our staff.
- To delegate administrative tasks within the team, monitor workflow to ensure the administrative team respond to the needs of the school.
- To be the first point of call for school administration requirements/queries.

Key accountabilities of the role:

1. Be committed to the safeguarding and promotion of the welfare of children and young people.
2. Comply with the policies and procedures relating to child protection, health and safety, data protection & GDPR, equal opportunities, reporting all concerns to an appropriate person.
3. Participate in training and other learning activities and performance development as required.
4. Be First Aid trained and administer First Aid for children where required.
5. Line manage the Administration team ensuring the smooth and effective running of the school office and all administrative and communicative systems.

The successful applicant will:

- have the ability to plan and organise the administrative tasks to ensure the smooth running of the school office.
- have an enthusiasm for administration and office management.
- have excellent organisational skills and a good attention to detail.

Requirements of the Post

- Taking inventory of office supplies and order more if needed.
- Ensure that reception staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building.
- Liaising with various stakeholders; teachers, students, parents, governors, neighbours and external agencies.
- Monitoring the schools Admin email account.
- Opening and distributing incoming post and franking outgoing post for the afternoon collection. Ensuring deliveries are signed for, recorded and delivered to their internal destination.
- Preparation of letters (e.g. whole school, mail merge and distribution of school correspondence by email/text via the school's communication system).
- Ensuring the Schools Information Management System is up to date.
- Maintain Free School Meals records and issue Government vouchers during school holiday periods
- Liaise with the Bexley School Immunisation Team, ensuring adequate planning for Immunisation sessions to be held in school. Timetabling individual time slots for students and communicating with parents.
- Liaise with the School's Photographer, timetabling individual time slots for students and uploading photos to the School Information Management System.
- Cover the Attendance Officer in their absence and the main reception when necessary.
- Receiving/returning lost property.
- Arrangements for the School's Annual Presentation Evening
- To undertake duties as may reasonably be directed by the Head Teacher.

OFFICE MANAGER - PERSON SPECIFICATION

	Essential	Desirable
Qualification & Experience		
Good standard of education – 5 GCSE's or equivalent	✓	
Previous experience of working in a Reception		✓
Previous experience of working in a school setting		✓
Computer literate with experience of Microsoft Office Suite	✓	
Previous experience of working with SIMS or a School Information Management System		✓
Previous administration experience	✓	
Understanding of and commitment to safeguarding procedures	✓	
Ability to deal with general administration in a neat and organised manner	✓	
Excellent customer service skills	✓	
Experience of managing members of staff		✓
Professional Skills		
Establish constructive relationships and communication with all staff and other agencies/professionals	✓	
Excellent communication skills both orally and written	✓	
Experience of and commitment to working collaboratively within a team	✓	
A commitment and vision to work with the wider school community	✓	
First Aid Trained (or be willing to be trained)		✓
Professional telephone manner	✓	
Excellent organisational skills	✓	
Knowledge of office management responsibilities, systems, and procedures		✓
Attention to detail and problem-solving skills	✓	
Ability to work effectively and respond well under pressure	✓	
Personal Qualities		
Flexible, cooperative and supportive team player	✓	
Friendly, welcoming and approachable disposition	✓	
Self-motivated with the ability to work with minimal supervision	✓	
Ability and willingness to work collaboratively and supportively within the school team	✓	
Sense of humour!	✓	



Salary

The post is offered on the Bexley Support Pay Scale, range 6.1-6.4, with a full-time salary of £25,629-£26,913 including Outer London Fringe + Pay Review pending)

Why Join the Beths Community

- All staff receive their own laptop
- CPD programme for staff development
- 24/7 Employee Wellbeing Support Programmer (free & confidential)
- Local Government Pension Scheme
- Cycle to work scheme
- Free parking onsite
- Use of School gym
- Staff social events

Appointment Process

Applications should reach the school by **1pm on Monday 25th September 2023**. We prefer electronic submissions and application forms can be found on TES or on the school website, no CVs please. Applicants should complete the application form, available on this page, and return it to the school via hr@beths.bexley.sch.uk

Prospective candidates are very welcome to look around the school and meet the Headteacher and other senior staff by appointment. Our website and school films will give you a flavour of the vibrant and exciting environment we work in.

We intend to interview towards the end of week commencing **25th September 2023**.

A programme of activities for the interview process will be sent separately to those selected for interview.

Please note: We reserve the right to interview and appoint during the period up to and including 25th September 2023. Therefore, please ensure that you complete your application as soon as possible to avoid disappointment.

Beths Grammar School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

