



LIMPSFIELD GRANGE SCHOOL

*'together we make a difference'*



## Office Manager Recruitment Pack

*Limpsfield Grange School is committed to the safeguarding and promotion of children's welfare. All appointments are subject to an enhanced criminal records check. The school follows safer recruitment guidance and references will be requested prior to interview. Shortlisted applicants will be subject to an online search.*

*We welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.*

We are looking for an

## **Office Manager**

**36.5 hours per week for 41 weeks of the year (term time plus**

**5 INSET days plus 2 weeks)**

**Salary PS7 £31,262—£33,321 FTE (£28,666 pro-rata)**

An exciting opportunity has arisen for a motivated and ambitious Office Manager to join our friendly and dedicated office team. We are looking for an organised individual with a strong vision and the drive to build upon the school's current success. This role will be key to reviewing and streamlining processes and ensuring that the administrative function is adapted to meet the requirements of the school.

The hours of work will be Monday to Thursday 9.00 am—5.00 pm and 9.00 am—4.00 pm on Fridays (less a 30 minute unpaid break).

As Office Manager you can expect to work closely with the School Business Manager and the Senior Leadership Team to ensure the smooth running of the day to day administrative function of the school. The Office Manager will lead the small office team and will be expected to be a team player and lead by example.

The successful applicant will join a friendly, forward thinking school with an international reputation for excellence.

Visits to the school are warmly welcomed, please contact Sandra Vaxevanakis, School Business Manager, to arrange tel: 01883 713928 x106 or email [finance@limpsfield-grange.surrey.sch.uk](mailto:finance@limpsfield-grange.surrey.sch.uk). Visit availability will be during the mornings of 5th, 6th, 9th and 10th September 2024.

Please see the vacancies section of our website for an application form  
[www.limpsfieldgrange.co.uk](http://www.limpsfieldgrange.co.uk)

**Closing date for applications: 12.00 noon on Wednesday 11th September 2024**

**Interviews will take place on Tuesday 17th September 2024**

***We reserve the right to appoint before the closing date***



Limpsfield Grange School is the UK's only school solely for autistic girls. We are an outstanding special school, maintained by Surrey County Council, where day and residential places are available for students aged 11-16. We currently have 94 students on roll with 24 boarding places.

We offer a broad and balanced, challenging and relevant curriculum rooted in the National Curriculum, delivered by our experienced and dedicated staff team. Our aim is to fully prepare students for successful lives beyond Limpsfield Grange.

The Limpsfield Grange community is an inclusive and welcoming place, where students build lifelong friendships and develop skills that will enable them to be happy, healthy citizens who contribute to society.

We can offer you:

- A beautiful working environment with fantastic outside space
- A team of reflective and supportive colleagues
- Access to a wide range of staff wellbeing services
- Excellent professional development opportunities
- Free tea and coffee
- Free lunches for staff who eat with students to encourage their social skills
- The opportunity to join the generous Local Government Pension Scheme
- Access to Surrey County Council staff benefits
- Free on-site parking



# Office Manager Duties and Responsibilities

<b>Surrey Job Family:</b>	Business Functions
<b>Assessed Grade:</b>	Surrey Grade S7
<b>Responsible for:</b>	Receptionist and Admin. Assistant
<b>Responsible to:</b>	School Business Manager

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

## **Core Purpose**

To provide high quality support to the Senior Leadership Team through effective administration and line management of the administration support team in line with the aims and strategic direction of the school.

To set up, manage and maintain administration and office systems, including manual and computerised information and retrieval systems, to provide an efficient, high quality, accurate and confidential administration service that complies with UK General Data Protection Regulations.

To monitor and review office systems, processes, services and staffing to ensure that they are adapted to meet the needs of a growing school.

To investigate and report to SLT on systems and packages to improve the smooth running of administrative processes and reduce paper filing.

To deliver an effective data recording service and ensure that all required reports and returns are completed efficiently within deadlines.

To support the Senior Leadership Team by co-ordinating with the Local Authority and other stakeholders to provide effective internal and external communications to staff, students and parents to support the efficient running of the school.

To be the first point of contact for school administration and IT requirements and queries.

To lead the administration team, promoting teamwork and carrying out annual performance appraisals to ensure the smooth and efficient running of the school administration processes and procedures.

## **Main responsibilities**

### **General duties**

To be the main point of contact for all administrative requirements and delegate administrative tasks within the team, monitor workflow and ensure the office team respond to the priorities of the school.

To manage the office team to create a professional and welcoming reception for all visitors and parents, ensuring that all visitor safeguarding checks are in place to monitor entry in and out of the building.

To review and manage the ongoing CPD requirements of the office staff and carry out annual appraisals.

To liaise with various stakeholders; staff, students, parents, Governors, external agencies and the wider school community.

◇  
To comply with all policies relating to child protection, health and safety, data protection and UK GDPR, and equal opportunities, reporting any concerns to the appropriate person.

To provide reception cover where necessary, ensuring that reception is manned at all times.

To oversee the organisation of parents' evenings and open mornings.

To organise staff and student photos and ensure that the staff photo board is kept up to date.

To use and be responsible for maintaining SIMS, Parentmail and any other computer applications/platforms used to perform the role and daily tasks and ensure all office staff are trained in the use of these applications.

To use Microsoft Office programs – Excel, Word, Outlook etc. to produce reports and letters etc. applying punctuation, spelling and grammar, contributing to the style and presentation of documents to a high standard.

To ensure that the school registers are completed correctly twice a day and that the information is accurate and up to date.

To be responsible for the school's reprographics equipment; assisting with troubleshooting, ensuring faults are reported and adequate supplies are ordered.

To set up system, email and print logins for new staff and students and maintain staff and student email groups.

To facilitate effective communication within the school community and ensure that all communications sent from the school are of a high standard and are GDPR compliant.

To be involved in training/INSET activities as required.

To liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.

To complete and send the termly school census.

To have overall responsibility for the school website, ensuring it is compliant, updated weekly and refreshed annually.

To assist the School Business Manager with new appointments and on-boarding new staff including: placing job adverts, arranging interviews, compiling and sending personnel letters, obtaining references and compiling and issuing contracts of employment and new starter packs.

To be responsible for INSET day administration including safeguarding packs, recording compliance documents, staff attendance and training.

*The duties may vary to meet the changing needs and demands of the school at the discretion of the Headteacher .*

## Office Manager Person Specification

Qualifications and Experience	Essential	Desirable
5 GCSEs or equivalent, including English language and Maths at Grade 4/C or above	√	
'A' levels, degree and/or equivalent qualification		√
Previous track record of working in a school office or similar paced environment at a senior level and meeting deadlines with varying timescales	√	
Proven experience of managing a team effectively; setting targets, delegating tasks appropriately, monitoring the quality of delivery and outcomes and addressing underperformance	√	
Proven IT skills with experience of Microsoft Office Suite and updating websites, with excellent keyboard skills and attention to detail	√	
Previous experience of working with SIMS or other school-based systems		√
Experience of managing change in a workplace		√
<b>Knowledge and skills</b>		
Evidence of knowledge and understanding of safeguarding and child protection		√
Excellent interpersonal skills – both written and verbal	√	
Excellent organisational skills with a systematic approach to workload management.	√	
Excellent time management and work prioritisation skills	√	
Proven ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide.	√	
Knowledge and understanding of UK GDPR		√
Evidence of dealing with impolite and challenging behaviours		√
<b>Personal Qualities</b>		
Ability to embrace change and see the bigger picture.	√	
Flexible, co-operative and supportive team player.	√	
Sense of humour	√	
Ability to work quickly and accurately under pressure	√	
Ability to work to deadlines	√	
Reflective – able to learn effectively from experience	√	
Ability to use discretion and maintain confidentiality at all times	√	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people and build working relationships with members of the school community.	√	
Willingness to undertake training and personal development	√	

## **The Limpsfield Grange Values:**

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.





**Limpsfield Grange School**

**89 Bluehouse Lane**

**Oxted**

**Surrey**

**RH8 0RZ**

**Tel: 01883 713928**

**[www.limpsfieldgrange.co.uk](http://www.limpsfieldgrange.co.uk)**