



**Durham**  
Academy



## Office Manager

Start Date: ASAP

Creating lifelong opportunities for every child

# Welcome from the Headteacher

---

## **'Creating lifelong opportunities for every child'**

In January 2023 we are delighted that Durham Academy has become part of the ALP family of schools. We are committed to establishing ourselves as an excellent school. In order to make this a reality we are focused on ensuring that pupils are fully supported, yet challenged to push themselves beyond what they think they are capable of. We pride ourselves on being a fully inclusive and truly comprehensive school built on traditional principles and high standards where 'every child matters'.

**Our driving aims are to develop a school community where our pupils are:**

- **Confident**
- **Ambitious**
- **Respectful**

We aim to prepare all in our care to leave the school fully equipped to meet the challenges they may face, and with a sense of service to their communities. We value our positive relations between staff and pupils and are proud of our friendly and purposeful atmosphere.

We have an extremely positive ethos, with very strong pastoral and academic guidance and a real emphasis on learning. We pride ourselves on delivering high class support, care and welfare for all our pupils. This school is, and will always be, fully inclusive and puts the pupils at the very centre of all that we do.

We believe that Durham Academy is a happy, safe and enjoyable place to be with a purposeful atmosphere. We also want the school to be at the very heart of the local community and to be the school of choice of all who live here. The learning environment we provide allows pupils to grow and develop academically, socially and personally into responsible, caring and confident young people.

We seek to provide the best possible educational experience and outcomes for every child, where pupils make excellent progress and secure their most appropriate destination when they leave. We value the individual differences of our pupils, encourage them to succeed in everything they do. We strive to provide excellent quality of education, fostering the very best relationships, having a personalised and enriched curriculum, having the highest aspirations for all our pupils and collaborating widely with a range of partners.

**Alison Jobling**  
**Headteacher**

## The Admin Department

The Admin Department is looking for a passionate and enthusiastic Office Manager to develop and lead the administrative provision at Durham Academy. This involves using sustainable and future proofing practices to improve efficiency and effectiveness. This is an exciting opportunity to join our school where you can be instrumental in developing the administrative service.

The ideal candidate will:

- Have a strong administrative background.
- Be passionate about administration.
- Have the ability to inspire others and lead a team.
- Have unwavering high expectations in delivering the highest quality provision.
- Be innovative, pro-active and flexible in their approach.

## The Person

- Has high expectations for all pupils.
- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Capable of multitasking effectively, coordinating office logistics, and supporting the administrative team to enhance the overall efficiency.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment to the needs of the school.
- Exhibits excellent people management skills.

# Job Description

<b>JOB TITLE</b>	Office Manager
<b>CONTRACT TYPE</b>	Permanent, 37 Hours per week, Term Time Only
<b>ACCOUNTABLE TO</b>	Subject Leader / Senior Leadership Team
<b>GRADE</b>	Grade 6 (SCP 11-17). Actual Salary: £22,481 - £24,897
<b>REQUIRED</b>	ASAP

## RESPONSIBILITIES OF ALL POST HOLDERS

### ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

### GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

## RESPONSIBILITIES FOR ALL SUPPORT STAFF EMPLOYEES

### Support staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

## SPECIAL CONDITIONS OF THIS POST HOLDER

### Specific Conditions of this post are:

- To participate in training and other learning activities and performance development as required.
- To contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- To promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To carry out duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- To accept an Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.
- To demonstrate excellent organisation skills.
- Attend relevant meetings as required, including termly Academy Council meetings.

## RESPONSIBILITIES OF THIS POST HOLDER

### RESPONSIBILITIES FOR THIS POST

#### Office Managers will:

- Line Manage office staff and carry out Performance Management of office staff.
- Assess the development needs of administrative staff and liaise with relevant staff to ensure access to appropriate continuing professional development.
- Lead the development of effective administrative systems.
- Ensure that the office is staffed at all times during the school terms and to co-ordinate working days and annual holidays for office staff to provide cover during the school holidays as negotiated with the Headteacher as and when required.
- Communicate and liaise with teaching and non-teaching staff as appropriate including email/extranet correspondence.
- Coordinate the administration and aspects of organisation of other events e.g. concerts, Parents' Evenings, end of term events.
- To deal with highly sensitive and confidential matters/situations.
- Coordinate staff recruitment procedures in line with Trust policies and procedures.
- Support the Trust HR & payroll team at a local level by maintaining staff records and files, assisting in recruitment processes such as by placing job adverts and applying for references.
- Be responsible for the induction, training and professional development of office staff.
- Maintain the Single Central Record ensuring that all staff are subject to enhanced DBS clearance and all directives, procedures and guidelines associated with DBS clearance are correctly applied to new and existing staff and all records are relevant and up to date.
- To be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems.
- To liaise with staff to ensure staff induction/leaver paperwork complete and filed.
- Monitor and ensure that administrative staff workloads and wellbeing are properly managed.
- To act as Clerk to the Academy Council, attend meetings and take notes.
- Responsible for ensuring the school website is up to date with statutory and school policies.

### SPECIFIC RESPONSIBILITIES OF THIS POST

#### Office Managers will:

- To organise and supervise administrative systems within the school, and to contribute to the planning, development and monitoring of support services and/or management of office staff, including coordination and delegation of relevant activities.
- To provide a professional, efficient & effective range of administrative, communication, data use and management activities across the school, in accordance with agreed policies and procedures, to ensure delivery of a first-class service.
- To demonstrate excellent organisation skills.

**The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.**

# Person Specification

Criteria		Essential	Desirable
Application	Application form and a well-structured letter of application indicating interests.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	Level 3 (or equivalent) in relevant subject.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	Degree in relevant subject.		*
Experience	Experience of taking initiative and self-motivation.	*	
	Leading a team(s).	*	
	Working within a school/ MAT.		*
Qualities & Values	Ability to assume full responsibility for the efficient day to day functioning of the role.	*	
	Excellent communication skills both written and oral, with the ability to communicate effectively with people at all levels.	*	
	High level of administrative and organisational skills.	*	
	Able to work as part of a team and contribute towards its success.	*	
	Record keeping and information retrieval.	*	
	Able to use all MS Office programs particularly SIMS, TEAMS, Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases.		*
	Able to work to tight deadlines, managing and prioritising time effectively.	*	
	Self-starter, with an ability to work independently and use own initiative to overcome obstacles.	*	
Personal Attributes	Have an openness to learning and change.	*	
	Have a positive attitude to personal development and training.	*	
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	*	
	Demonstrate good interpersonal skills.	*	
	Demonstrate integrity, confidentiality, impartiality, and empathy.	*	
Special Requirements	Be able to travel and work in designated schools across the Trust.	*	
	Be willing to, occasionally, attend evening meetings.	*	

**Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.**

# Application Guidance

---

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Thursday 25<sup>th</sup> April 2024 addressed to:**

**Durham Academy  
Bracken Court  
Ushaw Moor  
Durham  
DH7 7NG**

or by e-mail to the School Reception, [contact@durhamacademy.org.uk](mailto:contact@durhamacademy.org.uk)

## AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

## REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

## DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

## PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

## EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.