



PROUD TO MAKE SUCCESS HAPPEN

Office Manager Applicant Pack



UXBRIDGE
HIGH SCHOOL

Dear Applicant,

Thank you for your interest in working at Uxbridge High School. I would like to take this opportunity to tell you a little about our unique school and to highlight the significance of this important appointment. You are applying to join an exemplary and highly energetic staff team that has moved the school into a very strong position both locally and nationally. I am looking for exceptional people with energy and drive to join us in this work.

We have much to celebrate at Uxbridge High School including a committed and focused student body and staff, outstanding facilities, strong relationships with the community and school partners, supportive governors and a thriving sixth form. We value the successes of every child, whatever their starting point, as a truly comprehensive and multicultural school that reflects life in modern Britain. You will enjoy the reward of working with a wide range of students, from a variety of backgrounds.

I would recommend that you spend time reading our most recent Ofsted report, which can be viewed here: [Ofsted report](#). The inspection report confirmed that there has been no change to this school's overall judgement of good as a result of this ungraded (section 8) inspection. However, the evidence gathered suggests that the inspection grade might be outstanding if a graded (section 5) inspection were carried out now. The report confirms our significant strengths in all areas of leadership, teaching, personal development and outcomes. We are particularly proud of our broad and ambitious curriculum, which prepares our students well for GCSE and A-Level study.

The current leadership team has embedded a number of changes to the approach we take towards learning, teaching and progress. These include rigorous self-evaluation, close monitoring of the impact of teaching on learning and highly individualised student and group tracking. Our lead practitioner team (LPT) lead on numerous initiatives to support this, for example, developing and supporting leadership of teaching at all levels. An extensive and rich CPD programme is highly valued by staff at all levels.

Our determination to eradicate any disadvantage, particularly through poor literacy and numeracy on entry to the school, allows our students to compete in a national context. This is one of the school's biggest challenges and one to which we apply a systematic, whole school focus, linked to a curriculum that is innovative, exciting and ultimately leads to student success. To this end we are constantly reviewing our curriculum pathways to ensure a rich and well referenced learning experience for all our students, whilst balancing the need to do the best for our students.

Our sixth form provision is exceptional with a broad and exciting post-16 curricula. We are highly successful in preparing students for a wide range of university, apprenticeship and workplace destinations.

As Principal, I operate with an authentic and distributive leadership style. To support this, I am looking for leaders and staff who subscribe to an open and trusting culture, who can bring a collaborative and 'can do' solution-focused attitude. We seek teachers and leaders who are able and keen to achieve excellence across the school.

The successful candidate will demonstrate their unrelenting energy and drive that will continue to allow Uxbridge High School to be a school that can guarantee to maximise student progress, achievement and opportunity through an outstanding education.

If you feel you can meet the needs of all of our students without limitation, and are excited to join us, then I look forward to hearing from you further

Louisa Seymour, Principal



The Role

Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally. We have much to celebrate including a committed and focused student body and staff, outstanding facilities, strong relationships with the community and school partners, supportive trustees and a thriving sixth form. As a truly comprehensive and multicultural school that reflects life in modern Britain, we value the successes of every child, whatever their starting point.

Uxbridge High School is seeking a proactive and skilled individual to lead our office and administration team, ensuring the smooth and efficient running of our school office.

About the Role

As the Office Manager, you will oversee all aspects of office administration, leading a team to provide high-quality support to staff, students, parents, and visitors. Your responsibilities will include:

- Managing office and reception operations to ensure a welcoming and professional front-facing service.
- Leading, supervising, and developing the admin team to maintain high standards of service.
- Ensuring effective communication with all stakeholders, upholding the school's PROUD values and Gold Standard expectations.
- Overseeing student admissions and maintaining accurate records in line with regulatory requirements.
- Supporting the safeguarding team through administrative assistance and record-keeping.
- Managing reprographics and school-wide administrative tasks efficiently.

About You

We are looking for a dynamic, adaptable, and solution-focused individual who can demonstrate:

- Strong experience in office administration, ideally in a school or educational setting.
- Excellent organisational and time-management skills, with the ability to prioritise tasks effectively.
- Proven experience in managing and developing a team.
- Exceptional communication skills to engage with a variety of stakeholders.
- Confidence in using school management systems (e.g. Arbor, CPOMs) and strong IT skills (Office 365).
- A proactive and innovative mindset, with the ability to embrace AI tools to enhance efficiency

Closing Date: Monday 21st March, midday

Contract: Permanent, Full Time

Salary: Support Staff Pay Range 40 – 43
(Actual salary: £52,584 -
£55,620 pa, inclusive of Outer
London Weighting)

Hrs of Work: 36 hrs per wk, 52 wks per yr

Annual Leave: 34 days holiday pa

How to Apply:

- Completed an application form on our school website
- Include in your application supporting statement (two A4 pages) outlining why you believe that you have the right skill set to undertake this role successfully. Please be sure to relate to the person specification and include examples of impact and evidence.

Should you have any questions about this role, please contact Danielle Fuller Recruitment Officer on recruitment@uhs.org.uk. If you would like to discuss any part of your application, please contact Danielle Fuller, Recruitment Officer on 01895 234 060.

Uxbridge High School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory enhanced DBS check and pre-employment checks.

“To be part of an amazing school like this, you have to be PROUD. These values are part of everything we do and we are positive, respectful, open minded, unique and determined at all times. I feel so lucky to be at this school.”

Mariam Razaie – Year 7



Job Description

Responsible to: Leadership Line Manager
Responsible for: Office and Admin Team and reprographics

Overview of role expectations

To lead and manage the school office, ensuring the efficient and effective use of all office personnel through clearly defined roles and responsibilities. This includes fostering a well-trained and adaptable team capable of covering duties seamlessly during staff absences. The Office Manager will ensure that all communications with stakeholders—both internal and external—are professional, clear, and aligned with the school's PROUD values and Gold Standard expectations, reinforcing a culture of excellence and collaboration

Responsibilities and Tasks

- To oversee the efficient day-to-day running of all aspects of office administration, including correspondence, telephone calls, and liaison with visitors, parents, staff, and students, while ensuring all communications, including those sent through Arbor, are professional, consistent, and aligned with the school's PROUD values and Gold Standard expectations
- To always ensure continuous and effective coverage for reception and related duties, maintaining a welcoming, professional, and efficient front-facing service.
- To ensure the safety of the school site by overseeing the visitor sign-in process, verifying relevant documentation, and ensuring visitors are provided with the correct lanyards. This includes liaising with relevant staff, such as facilities, IT, or HR, to coordinate contractor access and ensure compliance with school safety protocols.
- To lead the supervision, line management, and professional development of the reception and admin team, ensuring high standards through effective CPD, thorough on-boarding and regular appraisals.
- To ensure the efficient management and prioritisation of the reception and admin team's workloads, enabling them to meet all relevant deadlines effectively and maintain high standards of service.
- To oversee the delivery of administrative support to all departments and staff across the school, ensuring the team operates flexibly, efficiently, and provides assistance where needed to maintain smooth and effective operations
- To ensure the reception and admin team provide excellent support to parents, visitors, students, and staff by handling enquiries with professionalism, sensitivity, and care, always offering appropriate help and guidance

- To operate the management information system, ensuring accurate and up-to-date student records are maintained. This includes administering the curriculum assignment process for all students, ensuring they are enrolled in the correct courses, and updating student timetables as needed throughout the year to reflect any changes.
- To manage the school census, ensuring all deadlines are met and investigating and rectifying any errors or queries to maintain accuracy and compliance with reporting requirements. This includes keeping up to date with any relevant training to ensure proficiency in the census process.
- To oversee the reprographics requirements for all departments, ensuring that requests are processed efficiently and completed in a timely manner to support the needs of the school
- To maintain effective communication and positive working relationships with all staff at all levels, including attending operational managers' meetings, liaising regularly with other teams, and holding regular meetings with the admin/reception team. These efforts are a key part of the school development plan and make a significant contribution to the smooth running and continuous improvement of the school
- To maintain an up-to-date database of school contacts, including parents and students, through the school management information system, always ensuring accuracy and accessibility of information
- To ensure all central records are kept up to date and in accordance with statutory requirements, maintaining accuracy and compliance with relevant regulations
- To ensure emergency procedures are followed promptly and effectively, with clear and efficient communication to both internal and external stakeholders during an emergency, ensuring all parties are informed and safety protocols are upheld.

In addition, the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with other staff employed at the school, school governors and outside bodies. You will work under the reasonable direction of the Principal and Office Manager and be prepared to carry out any other duties commensurate with the general level of this appointment.

Person Specification

Qualifications / Education / Training

- Educated to Level 3 or equivalent with Grade A*-C/9-4 including Maths and English.
- Proficient communication skills in written and spoken English.
- Further degree or relevant qualifications in office administration and IT applications. *

Experience

- Receptionist or office administration experience.
- Experience of working with young people, ideally in a school setting*.
- Experience in senior administration or office management within the education sector. *
- Excellent organisation and time-management skills with an ability to multi-task and prioritising accordingly to meet deadlines.
- Experience of managing staff.
- Experience of managing a team of administrative staff*.
- 10. Experience of school management information systems (e.g. Arbor, CPOMS)*

Skills, knowledge and abilities

- Good managerial and organisational skills.
- Effective communication skills with a variety of different stakeholders
- Ability to work efficiently in a thriving and busy school.
- Team leadership and collaboration.
- Ability to quickly assimilate new knowledge and work routines.
- Flexibility and the ability to adapt to an ever-changing educational landscape, demonstrating a proactive approach in a forward-thinking and ambitious school environment, with a commitment to continuous improvement and innovation.
- Skills and knowledge of using AI, with the ability to leverage artificial intelligence tools and technologies to improve efficiency, enhance learning experiences, and support data-driven decision-making within the school environment.
- Excellent ICT skills including familiarity with the office 265 suite of software and the experience or ability to work with various school
- An organised approach to work, with an ability to manage own workload and an ability to work on own initiative
- Ability to communicate effectively with all stakeholders, both orally and in writing, including dealing with people at all levels.
- Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.

Qualities & Disposition

- Flexibility, resourcefulness, and commitment to Uxbridge High School, understanding collective responsibility and upholding the school's Gold Standard in all aspects of work, contributing to a culture of excellence and continuous improvement.
- Ability to work hard with competing deadlines and prioritising appropriate.
- To contribute to the wider school life and community, including attendance at key school events
- To believe in the importance of teamwork and a collaborative approach and be able to build supportive working relationships with colleagues.
- To demonstrate an innovative, diligent, "can do" attitude.

Equal opportunities

- Commitment to equal opportunities and inclusion, in accordance with the school's People Strategy.
- Ability to promote and support the school's People Strategy and the school's Equality and Diversity Policy

* Desirable



PROUD TO MAKE SUCCESS HAPPEN

Our Vision

Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally.

The UHS Way

We develop the whole student in a safe, inclusive, and supportive environment. We nurture students' ambitions ensuring all are **PROUD** of their success.

The UHS Way is the foundation to everything we do, ensuring we:

- Provide exceptional learning experiences.
- Cultivate excellence in each student.
- Have a safe, respectful and happy community.
- Prepare students for future opportunities as global citizens.



Uxbridge High School students are **PROUD** to be:

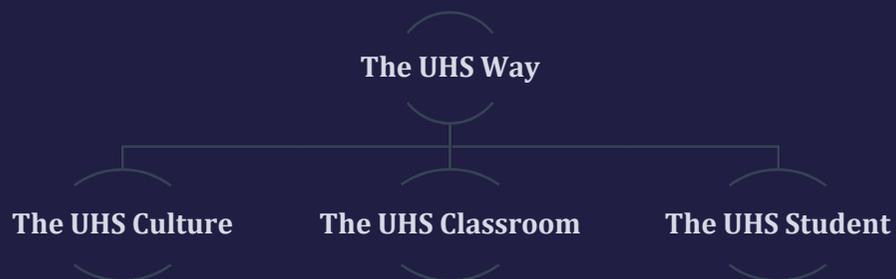
POSITIVE to learn new knowledge and thrive on developing their skills.

RESPECTFUL and kind to all members of our school community and its environment.

OPEN MINDED and happy about all new opportunities.

UNIQUE in their demonstration of skills and talents.

DETERMINED to achieve their best in all areas of the curriculum.



Benefits & Rewards

Uxbridge High School employees benefit from:

- **Early finish on Fridays** (our students are dismissed at 1.00 pm)
- **We support flexible working:** 16% of our staff work flexibly (including 9% of teaching workforce and 37% of associate staff).
- We support **the work life balance** and **have family friendly policies:** we give our staff three paid days of special leave for medical appointments and three paid days for childcare/emergency leave.
- We offer **private health care** which includes: 24/7 GP and mental health helplines, medical diagnosis and treatment, physiotherapy, cancer support, social care advice and wellbeing hub, rewards and benefits.
- **July start for Early Careers Teachers**, paid induction for new starters, paid duties, interest free travel loans, interest free loan for ECTs (up to £1500), financial support for higher and further education.
- **Staff events:** Christmas lunch and end of year event, sport days.
- **Staff wellbeing:** staff wellbeing group, yoga sessions on site, running club, five annual INSET days to deliver exceptional CPD with TOIL days for twilight INSET which gives staff longer Christmas and Easter holidays, wellbeing is our appraisal target, Occasional Day off in Autumn.



FURTHER INFORMATION

We have energetic and dedicated teachers, middle leaders, and senior leaders at Uxbridge High School. The board of trustees is well established and is resolved to drive and support our future development.

We value the dedication of our staff and are mindful to create a work environment that ensures well-being and supports productivity in the classroom. Uxbridge High School was one of the first schools to fully partner with Teach First. We continue to support new recruits into the profession and value the energy that they bring. We are innovative, creative and flexible in our recruitment and development of all staff.

Our Facilities

We are fortunate to have an open campus with extensive playing fields. Our original school building, dating from the early 1900s, is still in use and is complemented by a range of more modern buildings. You will work in an exceptionally well-maintained school with high-spec specialist classrooms, laboratories and facilities.

Our most prestigious accommodation includes an excellent £6m sixth form centre, a state-of-the-art full size indoor sports facility and a new £2.1m art, drama and music centre.

Our Partnerships

To ensure the best opportunities for our students we have strong relationships with several local universities and partner schools in Hillingdon, nationally and internationally. We also work closely with organisations such as Teaching Leaders, Teach First, Be Her Lead and the Royal Shakespeare Company.

Our Website and Social Media

You can find out more about our work by looking at our public profile. Our website uhs.org.uk and a selection of our social media accounts, linked below, give a fantastic insight into the extensive opportunities that form such a valuable part of our curriculum and are used widely by parents and other stakeholders:

- twitter.com/uxbridgehighsch
- twitter.com/UHSPrincipal
- twitter.com/uhs_VAPA
- twitter.com/UHSPE
- instagram.com/uxbridgehigh

We also have a LinkedIn page, giving updates and current vacancies: linkedin.com/company/uxbridgehighschool/

Our Location

Uxbridge is in the London Borough of Hillingdon in West London. We are in an urban area with a rapidly expanding population, but have easy access to the green spaces surrounding London.

The school is close to Uxbridge town centre, which is served by bus and tube links to central London, and has easy links from Hayes and West Drayton which is served by the Elizabeth Line. The M4 and M25 motorways link us to the national road network and Heathrow Airport provides global connections.



Humanities
English
ICT
Oxonia Building
Sports
The Dome

LANCASTER BUILDING