



Foxford School



APPLICATION PACK

Reception Office Manager

Welcome

Thank you for your interest in Foxford School. This role has become available due to some internal promotions. We are at an exciting time in our journey and would like to build our Leadership Team further. Foxford School has been growing in popularity and size since 2020 and we now need to expand our staffing in order to ensure that school improvement is embedded in all that we do and that we continue to provide our students in our school with the best possible educational opportunities and outcomes. We are currently rated as a Good school by Ofsted (December 2022) and we are committed to sustained improvement.



Foxford serves a richly diverse community in Coventry, with a high proportion of disadvantaged children who recognise that you can make a real difference to their lives. As a school we are building our success on our core values: having Pride, being Responsible, Independent, Determined and Responsible. Respect is a core value and one we are very proud about in our school. We place no limits on our aspirations for our students.

We are passionate about developing the most effective classroom practice and to offer our students a curriculum that inspires them as well as securing their futures beyond school. We want our students to be successful with their oracy, reading and learning.

This is an exciting time to join our staff with a balance of experience and expertise. The successful applicant will have the drive, integrity, resilience and capacity for sustained hard work, to lead the team to deliver consistently good outcomes within an evidence-informed and sustainable framework.

If you:

- **Have a passion for educational excellence**
- **Are a strategic thinker who has experience of whole school improvement**
- **Have the talent to inspire, challenge and empower staff**
- **Have a solid grasp of progress management strategies for all students**
- **Are committed to our vision and values**

I would warmly encourage you to visit our school prior to making an application if you are able to, to really understand the community of staff and students you would join. Please read our Ofsted report which demonstrates we are a good school.

If what we are doing resonates with you, and you are keen to work with us, please do apply. If you have any questions relating to this role, please contact: peopleteam@castlephoenixtrust.org.uk.

I warmly welcome your application.

Alison Gallagher, Headteacher



Our School

Foxford School serves an area of north-east Coventry for students aged 11-18. We are an over-subscribed school with over 1000 students including a growing Sixth Form community. We were last inspected in December 2022 and were rated Good in all categories, by Ofsted, which all stakeholders were very proud about.

“Trustees, leaders and staff are ambitious for pupils. They have put in place a broad, enriched curriculum, including in the sixth form. The subjects that form the basis of the English Baccalaureate sit at the heart of the curriculum. Curriculum leaders have considered the order in which topics are taught. This ensures that pupils’ learning builds logically on what they already know.”

OFSTED 2022

We have high aspirations for our students and want our students to succeed in their studies. We want our students to challenge themselves, own their learning, have good dialogue, as communication is key in their lives and to be engaged in their learning. Above all though we want our students to leave our school as well- rounded, lifelong learners and global citizens that are ready for sixth-form, college and beyond. Therefore, we provide a curriculum that challenges students to solve problems, show creativity and resourcefulness, but also to act with integrity and participate actively in our community.

“Pupils enjoy attending this school. They are happy and polite. They are well prepared for the next stage in their education, training or employment. Pupils take part in a range of visits, sports, music and drama clubs. This extends their learning. Pupils are keen to make a positive contribution to the local community.”

OFSTED 2022

Furthermore, we pride ourselves on our digital offer to our students and in being at the forefront of digital development within our curriculum offer.

iPads are becoming an integral part of our learning and teaching at our school meaning that we are shaping the future for our children in the digital age. This also means that our staff have access to a wealth of digital training opportunities. In a recent survey one member of staff stated, *“I love being part of our journey and being part of taking the school to the next stage in it’s school improvement.”*

Foxford School is fortunate to be part of a successful multi-academy trust with a strong leadership culture for both staff and students. As well as attracting and developing excellent professionals, our school community also has much to share as we collaborate with partner schools realising opportunities to continually learn and grow. Our students will benefit from this outward looking approach through which our own future leaders will no doubt emerge!

Coventry, West Midlands

Combining world famous history with technology, innovation and forward thinking, Coventry and Warwickshire is a region rich in imagination, culture and diversity.

Home to a unique selection of family friendly attractions, popular eateries, charming country pubs, trendy bars and lively clubs. Our venues will fascinate, delight and captivate in equal measure. Within an hour of London, Coventry and Warwickshire is the beating heart of the UK visitor economy. From Cathedrals and Castles to Shakespeare and Godiva; we have legends, stories and history unrivalled and matched





GROWING CONFIDENT LEARNERS BY LEADING LEARNING AND EXCELLING TOGETHER



Welcome from our CEO and Chair of Trustees

Growing confident learners through leading, learning and excelling together is the Trust's strapline and the principles remain golden threads of our Trust's work. Our strapline relates to staff as well as to the children that attend our schools.

Would you like:

- to develop children's skills to secure future success?
- to be part of a committed and forward-thinking school team?
- to have excellent opportunities to continue to grow professionally?
- to collaborate with other staff across our Trust?

If yes, then we are the Trust for you!

When you join us, you become part of a team that together make a difference. Each member of our team has an important and unique role to play and is equally valued.

The climate and culture of the Trust to thrive supports honest and 'safe' conversations which include challenge and reflection on future action. There are high levels of professional trust.

We are very proud of our schools and their commitment to ensure all our children thrive and achieve well. We want our children to be well prepared for the future ahead and to have the tools to experience success and happiness.

We welcome your application and an opportunity to discuss this exciting role in more detail.

Michele Marr, CEO and Peter Freeth, Chair of Trustees

Feeling Empowered

Leadership underpins everything we do and there is a commitment to grow future leaders. There is a wide range of opportunities/CPD for leaders to work together developing their own leadership skills and learning from others. As leadership specialists we are in a strong position to design career pathways for you.



Feeling Valued

We are very privileged to work every day with staff in our Trust who show commitment, drive and relentless focus to do their best for the children in our Trust.



Our People Strategy recognises the key role that staff in our Trust play to provide an excellent learning environment for all. You matter!



Respect to all,
from all



A positive
attitude



Resilience
and a
determination
to achieve our
best



Passion for
learning



Innovation



Collaboration

Grow and Develop



We have adopted a professional growth approach to develop our staff. The attributes that our staff demonstrate to improve their performance is important to us. Every member of staff has a professional growth coach to support them on their growth journey. Staff are active participants in producing their growth plans.

Learning and Development opportunities are central to our people strategy as we want our staff to be offered pathways to achieve their best. We are talent architects and look to retain and reward our ambitious and talented staff.

Feeling Supported

Joining a new organisation can be daunting but we want you to be nurtured to demonstrate your full potential. We offer a 6 month induction programme that addresses the fundamentals of what you need to know when you first join us but also is tailored to meet the needs of your new role.



Respect to all,
from all



A positive
attitude



Resilience
and a
determination
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Passion for
learning



Innovation



Collaboration



**Work for Castle
Phoenix at**

**FOXFORD
SCHOOL**

Castle Phoenix Trust is a growing Multi-Academy Trust which was founded in February 2013. Currently there are six schools within the Trust – Caludon Castle Secondary, Foxford Secondary, Hill Farm Primary, Richard Lee Primary and Charter Primary are all based in Coventry and Kingsbury Secondary School is based in Warwickshire



Benefits of working with us



GROW AND DEVELOP

Our staff to their full potential



RETAIN AND REWARD

Recognition of staff contribution to our Trust Vision and Values



PROMOTE AND SECURE

Excellent leadership and management



CREATE AND MAINTAIN

An innovative, nurturing, healthy, collaborative environment



Our Ambitions

Our Six Ambitions are **valuable for all, but vital for our most vulnerable** and are adopted by all of our schools.



READING

We will develop confident and competent readers



ORACY

We will create a learning environment where pupils become confident communicators with the aim of improving their social mobility



CREATIVE LEARNING

We will develop creative thinkers. We will promote thinking that relates to discovery and enquiry using a blended learning approach involving digital learning



ACHIEVEMENT

All our pupils make good progress and we support our most vulnerable to overcome barriers to learning so they achieve in line with other pupils



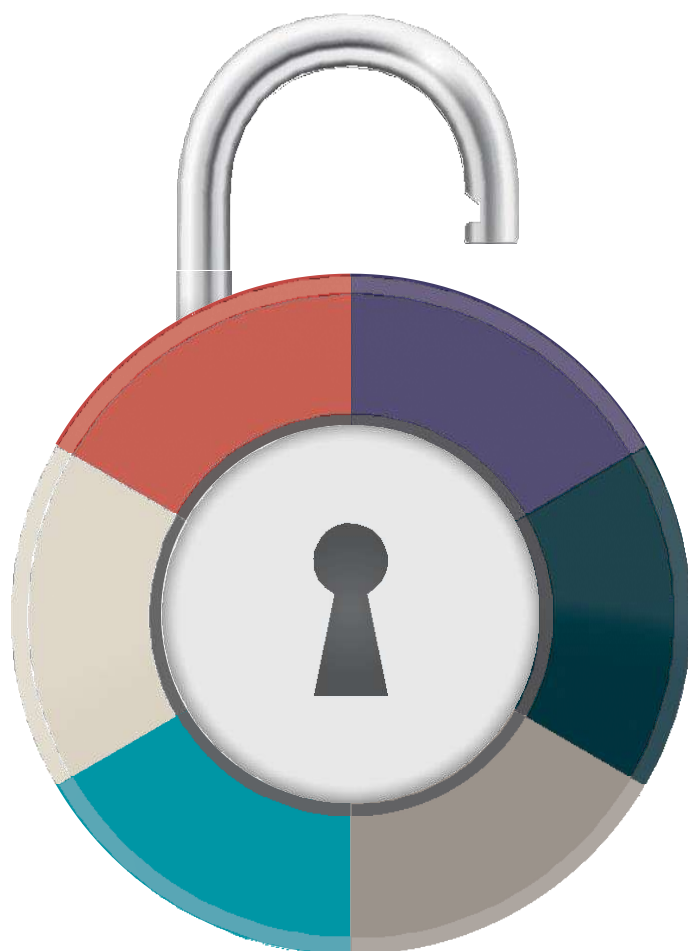
IMPACTFUL TEACHING

We grow great teachers who impact positively on pupil learning



ASPIRATIONS

We want children to have high aspirations for their future through developing self-belief, valuing learning and broadening horizons (including careers related learning)



How to apply

Castle Phoenix Trust's strength lies in our commitment to collaborate and share excellent practice between all our schools. Our unique offer is one of growing leaders. We nurture new and inexperienced leaders and provide opportunities for children and staff to demonstrate their leadership skills. We value inspirational leadership and the value this brings to our Trust.

Our Trust Ambitions of Impactful Teaching, Reading, Oracy, Creative Learning, Aspirations and Achievement enhance our curriculums, ensuring they are accessible to all. They have been identified by our schools as being key drivers to success and are a collective focus. We are clear that by threading these ambitions through every aspect of school life, removing barriers to learning, our children will thrive pastorally and academically, knowing and remembering more about the content of our curriculums. The Ambitions are our DNA, and a key part of our school improvement strategy.

If what we are doing resonates with you, and you are keen to work with us, please have a look at Foxford's school website to see evidence of the life of our school.

The application process is managed through Eteach and can be accessed through our website or by clicking the following link:

<https://www.eteach.com/careers/castlephoenixtrust>

If you have any questions relating to this role, or would like to visit, please contact foxfordrecruitment@castlephoenixtrust.org.uk

References

The interview panel may take the opportunity to follow up any relevant issues arising from references during the interview.

The Trust is committed to safeguarding, promoting the welfare of children and young people and creating a culture of vigilance and expects all staff and volunteers to share this commitment and vigilance.

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

<http://www.foxfordschool.co.uk/>



POST:	Reception Office Manager
REPORTS TO:	PA to the Headteacher & Support Staff and Operations Lead
SCALE:	Grade 5 (£26,421 to £32,076 per annum FTE Pro rata for term time only (39 weeks) £22,927 to £27,834)
HOURS:	37 hours per week (7.45am to 3.45pm Monday to Thursday, 7.45am to 3.15pm Friday)
KEY PURPOSE	To maintain, lead and manage the successful running of the school reception team, including a front-line reception service to the school, ensuring customer focus is paramount within the service and that all staff under your supervision adhere to the schools' policies and procedures. Responsible for co-ordinating and arranging daily cover for teacher absence under the supervision of a member of the Leadership team.

KEY RESPONSIBILITIES

- Responsible for arranging daily cover for absent teachers, liaising with supply agencies as necessary. Ensuring that supply staff are cleared to work in line with vetting checks as per Keeping Children Safe in Education (KCSIE), and the guidance which supersede this and any other relevant guidance e.g. trust policy, DfE advice. Briefing supply staff on the daily routine and Health & Safety procedures of the School. Advise supply agencies in the event of unsuitable supply staff, having received feedback from members of staff.
- To manage the school reception administration team, to ensure an efficient service is provided for pastoral and faculty support; prioritising workloads and planning to ensure appropriate levels of staff are available to enable deadlines to be met and high standards of work achieved.
- Update general office procedures to reflect current practice and embrace new technologies.
- Responsibility for the induction of new staff, completing annual appraisals and introducing working practices to ensure the smooth running of the administrative service.
- Actively seek to keep abreast of ever-changing needs; activities and forthcoming events within the school and be proactive in ensuring that appropriate administrative support is available to meet the needs of the school.

Castle Phoenix Trust, Axholme Road, Wyken, Coventry CV2 5BD

T: 02476 444 822 | E: enquiries@castlephoenixtrust.org.uk | W: www.castlephoenixtrust.org.uk | Registered Number 8331385
Incorporating: Caludon Castle School, Hill Farm Primary, Kingsbury School, Foxford School, Richard Lee Primary and Charter Academy



Chief Executive
Mrs M Marr

Leading learning and excelling together

www.castlephoenixtrust.org.uk



- Responsible for ensuring the team provides a wide range of support, e.g. producing letters, reports, minutes, spreadsheets; statistical information, standard documents, new resources, worksheets and other documents. Act as a link between Leadership team, faculty and pastoral staff and the reception admin service.
- Responsible for ensuring all filing systems electronic/paper are accurately maintained, easily accessible and stored appropriately in line with school procedures.
- Responsible for ensuring the admin team provides high quality resources as requested and oversee the reprographics facility, liaising with faculty staff as necessary to ensure requests are planned in a timely and clear manner.
- Provide cover for absences in the admin team to ensure a service is still provided and deadlines are met.
- Ensure the team are aware of confidentiality, the requirements of GDPR and issues regarding safeguarding and that they are appropriately applied.
- Responsible for the completion of the School Census, ensuring all DfE returns are completed on time.
- To act as a first aider to students as required, in keeping with the school's policy.
- Liaising with staff, students, the Trust and external agencies.
- Support and contribute to the overall ethos/work/aims of the school.
- Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings as required.
- Any other duties and responsibilities within the range of the salary grade.

Person Specification

Reception Office Manager

We would like to appoint a person who:	Attributes	Measurement	Essential / Desirable
Educational	<ul style="list-style-type: none"> • Excellent literacy and numeracy skills equivalent to GCSE Grade C in English and Maths • First aid trained or willing to undertake first aid training and relevant regular requalification 	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>
Knowledge	<ul style="list-style-type: none"> • Data systems, computerised packages and software e.g. Microsoft Word, Excel, Outlook SIMS • Business environment policies and practices in relation to administration and staffing • Performance management processes • Working knowledge of school procedures • Process of arranging cover for absent teachers • Change management processes • Working knowledge of Keeping Children safe in Education guidance (desirable) 	<p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I, R</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p>
Experience	<ul style="list-style-type: none"> • Background of administration environment • Administrative experience in a school or similar environment • Providing effective support to managers • Supervising, developing and leading staff members • Delivering effective customer service • Experience of successfully delivering against personal, team and or service objectives • Working in an equal opportunities' environment • Leading strategically in a team 	<p style="text-align: center;">A, I, R</p> <p style="text-align: center;">A, I, R</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I, R</p> <p style="text-align: center;">A, I</p> <p style="text-align: center;">A, I</p>	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>
Skills & Abilities	<ul style="list-style-type: none"> • Effective communication skills in order to deal with colleagues, students, visitors and external agencies (in person or by telephone) to assist in understanding and resolving queries • Effective literacy skills in order to prepare draft responses to letters/enquiries • Organisational and time management skills to multi-task, provide the necessary support to relevant stakeholders, managing a number of priorities • IT skills to make efficient use of equipment in school and create accurate documentation to agreed deadlines • Able to liaise and communicate effectively verbally and in writing with all staff particularly in respect of duties to be performed and deadlines to be met. 	<p style="text-align: center;">A, I, R</p> <p style="text-align: center;">A, I, R</p> <p style="text-align: center;">A, I, R</p> <p style="text-align: center;">A, I, R</p> <p style="text-align: center;">A, I, R</p>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>

	<ul style="list-style-type: none"> • Be flexible, use initiative, and remain calm and focused during times of pressure • Take ownership for work and responsibility for actions and decision • Communicate and influence staff to ensure a consistent approach to their work • Understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information where necessary, whilst being sensitive to people's needs and expectations. • Prioritise own workload and that of others to meet agreed deadlines • Work without constant direct supervision 	<p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Qualities	<ul style="list-style-type: none"> • Is flexible, committed and enthusiastic in their approach to the dynamics at the heart of an innovative school environment/culture. • Strives constantly to better themselves as a professional. • Is able to demonstrate commitment to Trust values. • Enthusiastic, innovative, flexible and resilient in pursuit of supporting achievement. • Willingness to engage in challenging conversations with colleagues. • Ensures a welcoming and stimulating environment for all stakeholders. 	<p>I, R</p> <p>I, R</p> <p>A, I, R</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Safeguarding	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline. 	<p>I, R</p>	<p>E</p>
Special Requirements	<p>Good attendance records in line with school's Promoting Health at Work Policy</p> <p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Disclosure and Barring Service Check will be required prior to appointment</p>	<p>I, R</p>	<p>E</p>

References

The interview panel may take the opportunity to follow up any relevant issues arising from references during the interview.

A = Application Form, I = Interviews, R = References



Safeguarding

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed to the headteacher by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with the Trust's disciplinary procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances. Which must be observed.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

Equality and Diversity

The Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training

The Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description may be subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing post holder and will be commensurate with the grade for the job. The post holder is expected to comply with any reasonable management requests.

Copies of all relevant policies are available through the post holder's line manager and the Trust HR team.