



Bellevue Place

EDUCATION TRUST

Learn, Enjoy, Succeed

Office Manager

Candidate Information Pack

January 2018



1. Introduction

On behalf of the Board of the Bellevue Place Education Trust (BPET), I would like to thank you for your interest in the exciting new role of Office Manager. Your interest in BPET coincides with one of the most exciting phases in our development and I hope that, after having read the contents of this pack and undertaken other research, you will feel inspired to take your interest further and submit your application.

All members of the BPET team are committed to providing the very best opportunities for every young person we educate to achieve their potential. There is a belief in BPET that outstanding achievement in our schools can be realised more quickly and with greater sustainability through proactive collaboration. The strong sense of moral purpose that is our hallmark has helped to create an environment within which all leaders take a collective responsibility for the learning and success of all the pupils in our care.



We promote a culture in which openness to peer and external scrutiny and an active willingness to share and promote the very best practice are key factors in the improvement in our schools. Furthermore, we are committed to supporting and learning from the education community we serve to the benefit of the local communities.

We are looking for an Offices Manager who shares this commitment and holds values conducive to making our ambitious goals a reality. We are seeking someone who, like us, recognises that effective collaboration is the best route to outstanding achievement, and who will have an unremitting focus on managing an office and team of people.

This candidate brief gives some background information about the Trust's development to date, the nature of the Offices Manager's role, the current organisation, and the key themes in our BPET 3 Year Strategic Plan. We very much hope that the opportunities and challenges facing the Bellevue Place Education Trust will excite you, as they do us, and lead to you submitting an application. Good luck with your application.

A handwritten signature in black ink, appearing to read 'Mark Greatrex'.

Mark Greatrex
Chief Executive

A handwritten signature in black ink, appearing to read 'Claire Delaney'.

Claire Delaney
Chair of Trustees

2. Advert

Office Manager

Bellevue Place Education Trust is a multi-academy trust that runs a number primary schools across London and Maidenhead. We currently operate seven primary Free Schools with a long-term plan to sustainably grow to 15 schools.

We are seeking to appoint an ambitious **Office Manager** who has a successful track record of performance and delivery, ideally within the education sector and is seeking a role that provides administrative and office management support to the Chief Executive and Senior Management Team in Central Trust Team at BPET.

Naturally engaging your vision of how services can be delivering the Trust's vision combined with your successful delivery track record will be underpinned by personal resilience and an ability to thrive in an office administration role. You will have experience of an administrative role with a credible track record and you will enjoy being part of an ambitious, highly motivated team.

The ideal candidate will:

- provide administrative support to the Central Trust Team Senior Management Team
- manage and arrange meetings for the senior leaders, managing a busy online diary and maintaining regular meetings for governance arrangements across BPET
- prioritise correspondence for the Chief Executive providing guidance when necessary
- commitment to delivering the ethos and values of Bellevue Place Education Trust.

To apply, please complete the application form available at <http://www.bpet.co.uk/vacancies/> and submitted with a covering letter setting out why you are interested in the role. The application should be submitted to info@BPET.co.uk, with a deadline for applications being **5pm on Friday 16 February 2018**.

To discuss this role further, please contact Mark Greatrex, Chief Executive on mark.greatrex@BPET.co.uk or call 020 3108 0363.

Closing date: **5pm on Friday 16 February 2018**.

Interview Date: **Friday 23 February 2018**

Start Date: **ASAP**

Location: **Hackney, London (moving to Kilburn in Sept 18)**

Salary: **£23,000 - £26,000 depending on experience**

Contract: **Permanent**

Bellevue Place Education Trust is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check

3. Bellevue Place Education Trust

Our vision - *Learn. Enjoy. Succeed.*

Three words that mean the world to us.

Three words that have been with us from the day we formed Bellevue Place Education Trust (BPET). Three words that govern all that we do.

BPET's vision is to run autonomous schools, with support for back office support, with freedom over the educational delivery, within the vision of the Trust. The aspiration is to maintain schools where academic excellence is just one aspect of an outstanding education. With a rich extended curriculum, building emotional intelligence in pupils, through the learning experience, typically nurtured from pupils' interest of ideas.

As a parent you can expect excellence, both in how we teach and how we nurture your child. We foster a positive attitude to life, encouraging a 'be interested and be interesting' attitude by providing a rich learning environment full of arts, drama, sport, music and as well as, of course, academic rigour.

BPET children are happy, confident, successful 'all-rounders' who expect to win and achieve in an inclusive setting where children, parents and school staff work together to provide the best. Our commitment to you and your children is that we will teach them to learn, enjoy and succeed both in their school career and beyond.

Staff in BPET are central to delivering the vision of the Trust. We are committed to recruiting the best staff, providing attractive development and retention packages and ensuring that every member of staff receives focused training. Teachers are all leaders and will be developed so their career is supported to help them to achieve their aspirations. Our goal is that at least half of our future senior leaders of BPET schools will come from current BPET staff.

Background

Bellevue Place Education Trust (BPET) began in February 2012 when the Trust applied to open its first Free School in Balham – Rutherford House School – which opened in September 2013. The following year two further primary Free Schools opened in Bray, Maidenhead – Braywick Court School – and in Islington – Whitehall Park School.

In September 2015, BPET opened four more primary Free Schools in Brent – Kilburn Grange School; in Hackney – Halley House School; in Barnet – Watling Park School and in Richmond – Deer Park School.

The first three schools to open have been inspected by OfSTED, with two being judged as Good with outstanding features and Braywick Court School was judged as Outstanding in all areas.

The BPET employs over 180 staff who educate around 1,120 children, which creates increasing opportunities for staff experience and expertise to be moved between the schools.

As new schools, all schools will grow from reception aged pupils and will have a combined capacity of 2,730 pupils when full. The Trust is currently operating at 42% of total capacity in 2017/18, with all expected to be full by 2022. Of the seven schools, three are in renovated building and four have new buildings – attracting over £38.4m capital investment.

Of the seven new schools we maintain, three have received an OfSTED inspection, with two (Rutherford House and Whitehall Park) being judged as providing a Good education with outstanding elements, and most recently, Braywick Court School which received an Outstanding rating.

The achievement of pupils is very strong across the Trust. As of July 2017, **81%** of pupils achieved a Good Level of Development (above 2016 national of 66%) and **88%** of pupils passed the phonics screening in Year 1 (above 2016 national of 81%). Three schools also had Year 2 pupils take the SATs test this year. On average, **88%** passed in maths (against a national of 75% in 2017), **88%** passed in Reading (against a national of 71% in 2017) and **81%** passed the writing test (against a national of 76% in 2017). This has all been achieved by our pupils receiving a wider curriculum offer from the schools, in line with our vision.

In addition to the academic achievements of the seven schools, five will be have a full intake in September 2017, three schools are oversubscribed with 1st choices. Parental support for our schools is also very high, with a parental survey in May 2017 showing that 92% of our parents are likely or very likely to recommend the school to a friend.

The schools also offer a vast number of before and after school clubs, with our first school, Rutherford House, for example providing 61 clubs a week to their pupils. 80% of all our pupils take part in at least one club a week, which enriches further the broad and balanced curriculum we offer.

How did Bellevue Place Education Trust start?

The organisation is a joint venture between two organisations who are passionate about providing high quality education provision. These two organisations bring together the very best of the fee-paying Independent sector – Bellevue Education Ltd – experienced in running a family of 15 independent schools in the UK and Switzerland; with a highly-regarded education consultancy – Place Group - with experience in the state sector for efficiency of supply in setting up new schools and converting academies, along with driving value for money and compliance.

Benefits of joining the Trust

Along with joining a successful and growing multi academy trust, you will also benefit from a range of employment incentives that includes:

- pension offer through either the Local Government Pension Scheme or the BPET Stakeholder pension (with Scottish Widow), which has a 2% employee contribution
- Travel loan
- Bike to work scheme
- 30 days' annual leave a year
- Childcare Vouchers
- a deep commitment to professional development in the role

Leadership in the Bellevue Place Education Trust

The Office Manager will join the Central Trust Team and be line managed by the Operations Manager. The team brings together both the educational and business related activities of the Trust. The senior team within the Central Trust Team will lead the development and practical application of long and short term strategies to deliver the BPET 3 Year Strategic.

The senior team meet formally on a fortnightly basis and focus on educational performance, managing internal and external scrutiny, managing organisation wide risks and issues, and facilitating outstanding performance in all areas of the organisation.

The Offices Manager will support this senior team in delivery of their roles and work to support the smooth running of the office team.

Regular engagement takes place with the Headteachers and Office Managers in the schools, with six sessions a year for each to come together. We also have joint training with all staff, that includes one INSET day a year and a Celebration Event at the end of the year. You will help to arrange and manage these sessions.

lead sessions on key areas in your responsibility, driving forward new areas like the GDPR changes, for example. A key strength of the BPET is the breadth of competence and experience of leaders within the organisation who can positively challenge and collaborate with colleagues. The structure of the Central Trust Teams will be:



JOB DESCRIPTION BELLEVUE PLACE EDUCATION TRUST

POST TITLE: OFFICE MANAGER

SALARY: £23,000 - £26,000

ARRANGEMENT: FULL TIME – 36 HOURS (INCL SCHOOL HOLIDAYS)

REPORTS TO: OPERATIONS MANAGER

MAIN PURPOSE: The Office Manager will take substantial responsibility for the smooth running of the administrative functions within the Senior Management Team and to administer the day to day administrative operation of BPET to support all pupils to Learn, Enjoy and Succeed

KEY PRIORITIES:

- Working as a member of the Central Trust Team to provide support and direction to BPET.
- To provide administrative support to the Central Trust Team Senior Management Team using power point, word processing, presentation of materials and spreadsheet work.
- To act as an Assistant to the Chief Executive including dealing with confidential and sensitive issues.
- To manage and arrange meetings for the senior leaders, managing a busy online diary and maintaining regular meetings for governance arrangements across BPET.
- To filter and prioritise correspondence for the Chief Executive provide guidance when necessary.
- To prepare routine correspondence on behalf of the Chief Executive.
- To produce high quality BPET publications when appropriate and proof read documents.
- To maintain an effective log of work, circulars and letters that require response and ensure reminders are given.
- To work with the Senior Team to identify a corporate standard for administration documents and implement consistency across the Trust.
- To draw together the papers for Board meetings and their committees, ensuring they are circulated a week ahead of the meeting.
- To attend meetings and take minutes as agreed with the Chief Executive, esp. Board meetings
- To manage the Trust Single Central Record.
- To manage the BPET info@ email account.
- To organise the production and issue of staff ID cards.
- Carrying out such other duties as required and as are commensurate with the grade of the post.

PERSON SPECIFICATION

- **Essential:** A good standard of general education, normally evidenced by 5 or more GCSEs at Grade C or above including English and Maths or other equivalents and extensive relevant experience of secretarial and administrative work at a responsible/supervisory level.
- Good interpersonal skills and strong communication skills, both written and verbal.
- Able to demonstrate a good understanding of HR service requirements.
- Competent use of ICT applications, subject to training being provided for the use of relevant school systems
- **Desirable:** Formal Administrative Qualification. Previous experience of working in an educational environment and providing administrative support at a senior level