

Oasis  
Academy  
Don Valley



Oasis Academy Don Valley  
Office Manager



## Exceptional Education at the Heart of the Community

Dear Applicant,

Thank you for your interest in applying for the post of Office Manager at Oasis Academy Don Valley. I hope that you find the information provided helpful and welcome any further questions throughout your application process.

As our Office Manager, you will play an important role in ensuring that there is a proficient and effective Administration Team able to provide the necessary support to our students, families, staff and external visitors to the Academy.

We are looking to recruit an Office Manager who is passionate about providing excellent customer service in a busy All-through Academy.

In this pack, you will find information on both Oasis Academy Don Valley and Oasis Community Learning as a multi-academy trust. I have also included a job description outlining expectations and duties for the role along with a person specification you can use to match your experience and suitability against.

Visits to the Academy are strongly encouraged as you will be able to meet with Senior Leaders from Oasis Academy Don Valley and get a feel for the academy and all we stand for. Please do get in touch with the Academy on 0114 2200 400 if you would like more information.

If you wish to apply for the position with us, please complete all sections of the Application Form, which can be found on our website [www.ocicareers.org](http://www.ocicareers.org) including the Equal Opportunities form.

Following the closing date, shortlisting will take place and applicants will be contacted. If you are invited to interview, we will provide further details nearer the time.

Thank you again for your interest in joining the Oasis family, and we hope to hear from you soon.

Yours sincerely,

James Pape  
Principal, Oasis Academy Don Valley

Oasis Academy Don Valley  
Leeds Road, Sheffield  
S9 3TY  
T: 0114 2200 400  
E: [recruitment@oasisdonvalley.org](mailto:recruitment@oasisdonvalley.org)

**Oasis Community Learning**

Thank you for your interest in joining  
Oasis Community Learning (OCL) f&

what their starting point and leaves us with an aspirational, fulfilled and prosperous future ahead of them. We are at an exciting time for our organisation. In 2020 we introduced the OCL One Plan, uniting all areas of our organisation to achieve our mission by providing clear direction for the next five years, and a new entitlement for every child.

One of these entitlements is access to online learning wherever you are; each student in Oasis will receive an iPad to use at school or at home. Together, we will provide our young people with the opportunities that they deserve to realise their potential.

Our people are our most important resource and our catalyst for change. Are you the one to help us do this?

We hope that you find everything you need in this brochure, and welcome you to get in touch with the academy you are applying for with any questions you may have.

John Murphy  
CEO, Oasis Community Learning



## About Oasis Community Learning

Oasis Community Learning is one of the largest trusts in the UK and has a vision to create 'exceptional education at the heart of community.' We are a family of 52 academies: 31 primary, 18 secondary and 3 all through.

## What we offer our staff

When you join Oasis Community Learning, you become part of something special. You become part of an organisation dedicated to transforming lives and communities. But we want to ensure that our staff are cared for and happy in their work place too, feeling challenged and valued. We therefore offer the following benefits:

### **Become a part of something bigger**

The Oasis Services enable our teachers and school leaders to deliver exception education in our communities. Providing wide reaching and varied support services to our academies (Compliance, Communications, Finance, Governance, IT, People Directorate, Project Management, and Property and Estates) means that whatever your specialism, we will have an opportunity for you to be part of a wide web of professionals.

Whatever your role, wherever you are based, as a member of the Oasis family you are a role model for our young people. You are a person of character and competence, committed to being your best so that our students might aspire to become their best too. There is even opportunities within local Hubs to contribute and volunteer within our communities.

### **Clear career progression opportunities**

As a large multi-academy trust, we are able to provide career progression opportunities, whichever function or service you are a part of, from entry-level to Director.

You will be provided with opportunities for training and development, including Oasis's bespoke leadership development course.

### **Additional Benefits**

Please see below the following list of the additional benefits you can have as part of the Oasis support staff.

### **A Competitive Salary**

We offer competitive salaries across our support staff services.

### **Flexible Working**

We offer flexible working to our employees, to help them balance their work and home life.

### **Defined Benefit Pension Scheme(s)**

All employees have the opportunity to be part of the Local Government Average Salary (LGPS) Pension Scheme.

- It is a Defined Benefit Scheme  
Benefits build up at a set rate of LGPS 1/49 (e.g. £20k salary/year/49 = £408.16 pension)
- Life cover - you get life cover of 3x pensionable pay
- Lower tax
- Survivor benefits and
- Ill health cover

### **Generous Holiday Allowance**

When you join Oasis you receive 25 days annual leave in the first instance, plus bank holidays. This then rises to 30 days after 2 years of service, plus bank holidays.

### **Expenses and Travel Costs**

We remunerate our staff for incurred expenses and travel costs when asked to work outside of the normal school environment. This is in line with our Staff Expense Policy.

### **Free Counselling Service**

As an employee of Oasis you will have access to a free confidential counselling service

### **Free Eye Tests**

Staff at Oasis are entitled to eye-care vouchers, with a free eye test and money off standard glasses should there be a need.

## Our curriculum

In line with the Oasis Education Charter, the curriculum is the heart of our academy's educational provision. Through this and our commitment to an exceptional climate for learning and great pedagogy, we make learning the foundation of every lesson. We have designed our curriculum to meet the needs of all, striving for personal as well as academic and vocational excellence.

We know that the development of character does not happen by chance but by purpose and intention: it is therefore an explicit part of our curriculum. We work hard at preparing our students to be the best version of themselves, today and in their futures.

Our curriculum is highly effective. In order to ensure that all our students receive the best, broad and exciting lessons and to make teachers' workload manageable, we have designed the Oasis Curriculum for all secondary subject areas. Led by our National Curriculum Leads, by the end of the academic year 2019-2020 we plan to have this extended into the primary phase, so that children from age 2 to 18 have the very best possible curriculum entitlement.

## The Oasis ethos

Our ethos is a part of everything we do. We are looking for people who not only share in our vision but are champions of our ethos and 9 Habits.

## Our ethos is:

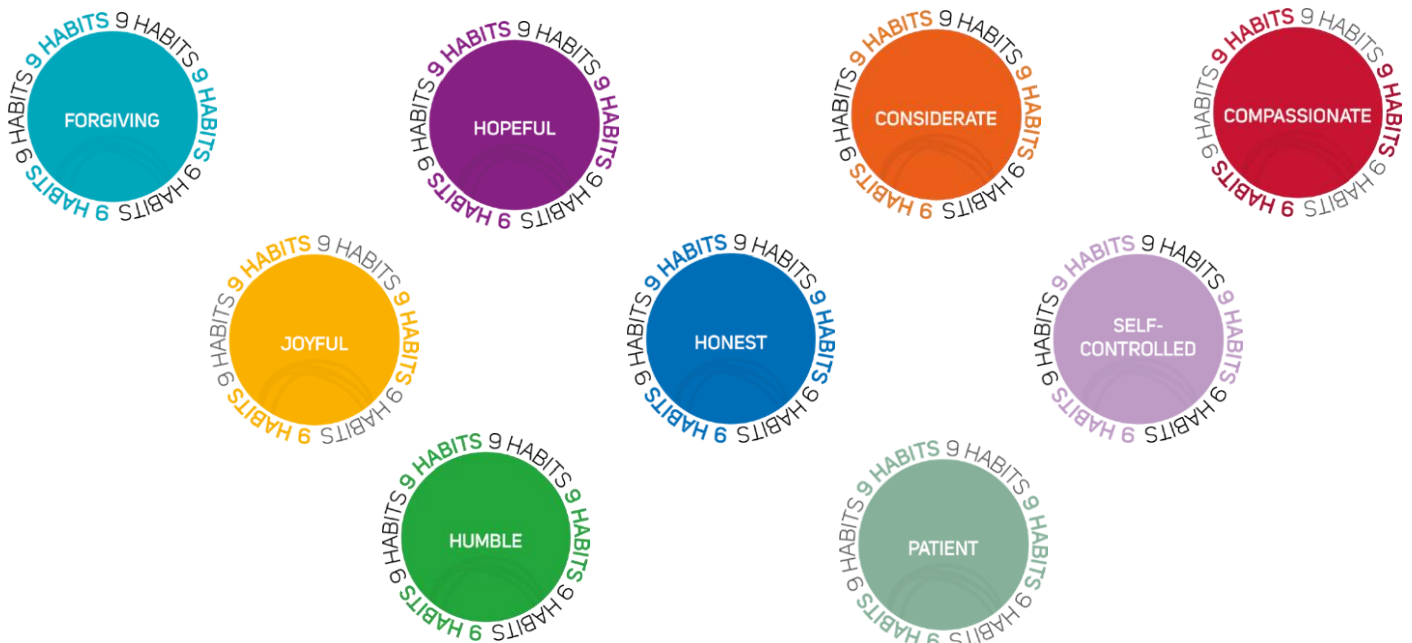
- A passion to include everyone
- A desire to treat everyone equally, respecting differences
- A commitment to healthy and open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

## Putting the community into Oasis

### Community Learning: Oasis Hubs

Developing and running Hubs is core to the global purpose of Oasis and vision for healthy communities. To this end, our staff are committed to working in an inclusive, integrated and empowering way so that all people experience wholeness and wellbeing. We want to see local communities that are characterised by trust, safety, cohesion, mutual support, vibrancy, health and opportunity, as well as increasing capacity to address their own issues. We want to see those who are excluded brought back into the community to share the experience of wholeness and wellbeing.

Each Oasis academy is part of an Oasis Hub that responds to the needs of the local community through many different forms of outreach. Our united goal is to see the entire community transformed for the better.



## About Oasis Academy Don Valley

At our Academy our mission is simple, to provide all children with an exceptional education which is at the heart of our community. Within the Academy, we celebrate diversity and relentlessly focus on the attainment of all of our students.

We achieve this by having high expectations of behaviour, through focused routines, an unwavering focus on outcomes and by offering the very best teaching and support. At Oasis Academy Don Valley students learn, behave and are well mannered.

Our Academy is values driven and from the moment children join our academy family we expect them to live our values. In our academic culture children are focused on working hard and endeavour to do well, striving to be the very best version of themselves.

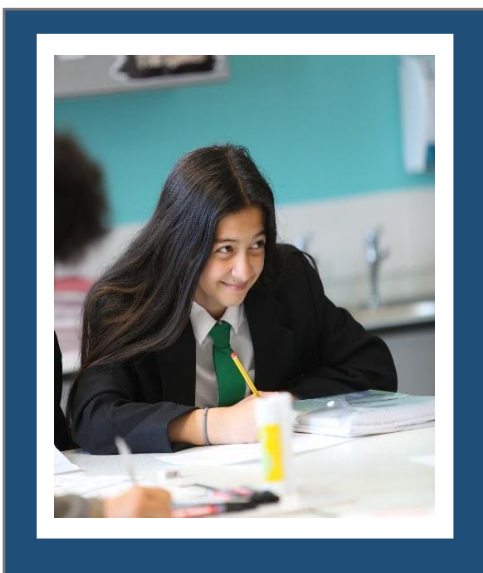
The Academy has gone from strength to strength since opening in September 2015 and we believe we are developing a strong reputation across our community. We are especially proud that this year we were the first choice Academy for 97% of our families.

The relationships we have with our parents and wider community are extremely important to us because it is only by working together that our children can achieve their social, emotional and academic potential. That is why keeping children safe and challenging them to rise to our high expectations is our main priority.

Our Academy mission is to:

***‘Provide an exception education at the heart of the community, which provides our students with the character and capacity to have a successful future***

Oasis Academy Don Valley wants to be an integral part of our community as we recognise takes the whole community to create an exception Academy.



At Oasis Academy Don Valley, we are creating a thriving Academy that is at the heart of our community, committed to developing successful learners for the future, through delivering outstanding outcomes for all. Through this we will ensure that our learners' leave us prepared to have a successful future. We will aim to create an exciting, secure and happy environment, which provides opportunities for nurturing personal growth and fostering the development of enquiring minds.

Our Academy is a happy and vibrant place where expectations are high, everyone is valued and encouraged to be their very best. Our staff are passionate about achieving the very best for every child and we are committed to becoming an outstanding academy with inspirational teaching and learning an expectation.

Children, their families and our community play a large part as we celebrate each moment of our journey, so together we can feel proud of all that we achieve.

### **Our Values**

- **Pride**
  - We endeavour to be proud of what we achieve
- **Respect**
  - We respect our similarities and our differences
- **Enthusiasm**
  - We approach everything we do with enthusiasm
- **Courage**
  - We approach every new opportunity with courage
- **Hope**
  - We maintain a deep sense of hope that the future can be transformed

### **Our Beliefs**

- **Every Child**
  - All children can be successful, regardless of their background
- **No Excuses**
  - Adults – Teachers and other Academy staff, parents and carers are responsible for ensuring children achieve their potential
- **High Expectations**
  - Children, Staff, Schools and Communities will live up to the expectations placed upon them
- **Lead Learning**
  - The most important things that happen in a school happen in classrooms
- **No Islands**
  - When great Schools, Staff and Children work together, anything is possible



# Job Description

**POST:** Office Manager

**RESPONSIBLE TO:** Operations Manager

**RESPONSIBLE FOR:** Supervision of the Academy Administration Team

**SALARY:** £23,836 - £25,801 per annum (SCP 17-21) + Local Government Pension Scheme

**LOCATION:** Oasis Academy Don Valley, Sheffield

**WORKING PATTERN:** 37 hours per week, 52 weeks  
Hours to be worked flexibly to include some evening work

**DISCLOSURE LEVEL:** Enhanced

## **JOB PURPOSE:**

To organise and supervise the effective provision of administrative support services to the Academy and ensure that all work is undertaken in accordance with Academy Policies.

## **AREAS OF ACCOUNTABILITY:**

- Delivery of a mutually agreed set of Key Performance Indicators, set annually in consultation with the Principal.
- Efficient administration of Schools Management Information System (Bromcom).
- Supervision and co-ordination of the office team.
- Effective support of the ALT
- Timely completion and dispatch of statistical information
- Timely completion and storage of personal information in accordance with the Data Protection Act, GDPR and Safeguarding.

## **SPECIFIC RESPONSIBILITIES:**

### **A. Office Management:**

- To supervise and work as part of the Academy's administrative, secretarial, finance, reception and clerical support team, ensuring duties are completed appropriately.
- To maintain an oversight of the Academy's admissions processes and procedures, ensuring its accuracy.
- To ensure the School Management Information System (Bromcom), is accurate and up to date.
- To become the Academy champion for all matters relating to Bromcom ensuring delegated duties and provision of training as required.
- To ensure the timely transfer of data between the Academy, Local Authority and Oasis Community Learning, as required periodically, reconciling any queries.
- To liaise with the IT technician and oversee the use of office technology and communications systems in the administrative function.

- To ensure the provision of an efficient and effective reception service to the Academy and that the appropriate image/ethos of inclusion and welcome is projected at all times.
- Liaise with School Health Service and other agencies in relation to pupil welfare, as required.
- Ensure administrative support is offered to staff in successfully organising school trips, as appropriate.

#### **B. Administration Duties:**

- To be responsible for ensuring that all general office routines/services are provided efficiently and effectively e.g.
  - postal services, both in and out of the Academy
  - maintenance of student files
  - telephone, e-mail & visitor enquiries/message taking and referral
  - Reception diary management
  - collection and reconciliation of school monies and processes related to school meals, milk in schools etc.
  - contacts with outside suppliers of goods or services, receipting of goods and invoice processing
- To ensure the effective use of MCAS by the Academy
- To ensure the development and use of appropriate 'house style' formats and standards, and ensure adequate record/filing and back-up systems are available.
- To administer provision of Free School Meals ensuring statutory returns are completed in an accurate and timely fashion to DfES, Local Authority, and others who may require information from time to time.
- To ensure that data recorded on Bromcom for FSM/PP is accurate.

#### **C. Provision of Secretarial Support to Academy Leadership Team**

- To be responsible for ensuring that all office/secretarial services for the Academy and designated members of the Leadership Team, are provided efficiently and effectively and in a timely manner.

To provide secretarial services:

- Co-ordinating the ALT diaries – appointments, meetings, key school dates etc.
- Distributing/responding to/recording ALT's mail
- Ensuring timely reminders are sent to all staff and Council members in advance of events, meetings, etc
- Researching and/or managing projects that may be identified from time to time by the Principal or Leadership Team
- Maintaining the Academy's filing system
- Organising travel and overnight accommodation arrangements for ALT, as required
- Producing documents, briefing papers, reports and presentations for ALT as required.

#### **D. Human Resources:**

- To support the Operations Manager in the maintenance of the Single Central Record, ensuring accuracy at all times, inclusive of staff, Academy Council etc.
- To support the Operations Manager in providing information to Regional/ National payroll.
- To support the Operations Manager in ensuring the monthly payroll information is entered for all Academy employees.
- Administration of disclosure and other checks for Staff, Contractors and Volunteers.
- The recruitment of academy staff as required, ensuring all appropriate checks are undertaken prior to employment commencing.
- Administration of employment records, contracts using the iTrent HR system.
- Providing support at confidential meetings, to include minute taking

**E. Communications:**

- To support in co-ordinating the production of necessary external publicity (Academy prospectuses, brochures, etc.), working with appropriate members of leadership or teaching staff to ensure that these are prepared on time, to budget and with adequate stocks held.
- To ensure support is provided to co-ordinate the production of Academy Newsletters.

**F. Other:**

- To ensure good employee relations and safe working practices are adhered to and promoting and safeguarding the welfare of children and young people in the Academy.
- To attend and support out of hours meetings and events in the evenings attended by parents.
- To participate in the School's Performance and Professional Development Process.
- To ensure all tasks are carried out with due regard to Health and Safety.
- Undertake any other duties as commensurate with the grade in order to ensure the smooth running of the Academy.

**G. Safeguarding children and young people**

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

# Person Specification - Office Manager

## **Our Purpose**

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

## **Oasis Ethos**

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Educated to 'A' level (equivalent) or above.</li> <li>• Right to work in the UK.</li> </ul>	<ul style="list-style-type: none"> <li>• Some formal administrative or secretarial training. ECDL or equivalent.</li> </ul>
<b>Experience, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• The ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English.</li> <li>• Experience in an office management post, to include working in the role of supervising a small team.</li> <li>• Superior organisational skills</li> <li>• Proven ability to work under pressure and respond to deadlines.</li> <li>• Ability to make sound judgements and prioritise multiple demands.</li> <li>• Strong secretarial and administrative skills.</li> <li>• Excellent inter-personal skills</li> <li>• Knowledge of a School Management Information System.</li> <li>• Working Knowledge of CMIS and Single Central Record.</li> <li>• Excellent written communication skills and experience of minuting formal and informal meetings, creating agendas etc.</li> <li>• Up to date, working knowledge of IT systems and office facilities.</li> <li>• Up to date working knowledge of Safeguarding policy and practice.</li> <li>• High attention to detail.</li> <li>• Good standard of numeracy.</li> <li>• Excellent, up to date, working knowledge of MS Office suite of applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within an educational environment, in particular within a Primary setting.</li> <li>• Good understanding of financial management systems.</li> <li>• A good working knowledge of Health and Safety issues.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Self-motivated, with a 'can-do' approach to problem solving.</li> <li>• Able to demonstrate initiative and work unsupervised.</li> <li>• Well-honed decision-making skills.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Flexible, mature and balanced approach.</li> <li>• Reliable, enthusiastic, committed.</li> <li>• Able to demonstrate diplomacy, patience, credibility and lead by example.</li> <li>• Team player who is able to work collaboratively in a diverse team and share knowledge.</li> </ul>	

	<ul style="list-style-type: none"><li>• Able to deal with people from a broad cross-section of backgrounds at all levels internally and externally.</li><li>• Ability to remain discrete when privy to confidential information.</li><li>• Commitment to undertaking regular professional development to enhance own practice.</li><li>• Commitment to safeguarding and promoting the welfare of children and young people.</li><li>• Willingness to undergo appropriate checks, including enhanced DBS checks.</li><li>• Motivation to work with children and young people.</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li><li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</li><li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li></ul>	
--	--	--

# The Oasis Education Charter

The Oasis Education Charter is who we are, how we are distinctive and the entitlement we provide for our children and their communities.

## Oasis **Ethos**

Our ethos is rooted in what we believe and who we are.

- We have a passion to include everyone.
- We have a desire to treat everyone equally, respecting differences.
- We have a commitment to healthy and open relationships.
- We have a deep sense of hope that things can change and be transformed.
- We persevere and keep going for the long haul.



## Oasis **Learning**

The purpose of education is to understand what it means to be human - living intentionally and asking two key questions: Who am I? Who am I becoming?

- The foundation of our students' learning is made up of five integrated objectives.
- We develop competence, striving for excellence in skills, knowledge and qualifications.
- We foster character and self-belief and encourage our students and staff to become the best versions of themselves through the 9 Habits.
- We embrace community, advocating the value of living interdependently with others.
- We equip our students and staff to be engaged local and global citizens who strive for a better society
- We nurture and empower a life-long passion for learning in all the people we serve.



## Oasis **People**

As an interdependent family, we enjoy exceptional strength and opportunity.

- We believe that good relationships are at the heart of everything we do.
- We support and encourage each other in championing the Oasis ethos.
- We work, learn and develop together so that students and staff can share and benefit from everyone's best practice.



## Oasis **Purpose**

We work in partnership with our communities to transform lives, where everyone is included, can contribute and is able to reach their God-given potential. We deliver this through an Oasis Hub our model of integrated community development.

- We deliver education in the context of our Hubs.
- We create a culture of excellence for all.



## Oasis **Inclusion**

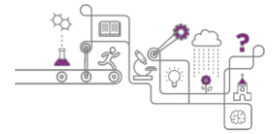
Our vision is driven through a passion and commitment to include everyone.

- We believe all our children and young people are precious; we prioritise social inclusion and integration in all we do.
- We model and set high aspirations and expectations for every child and young person and member of staff.
- We provide opportunities and experiences for all of our students, as well as their wider families, giving advantage to the disadvantaged.



## Oasis **Curriculum**

The curriculum is the heart of Oasis's educational provision.



- We make great learning the foundation of every lesson.
- We design our curriculum to meet the needs of all.
- We strive for personal as well as academic and vocational excellence, achieving outcomes that drive social mobility, and give everyone freedom of choice through their lives

A number of reference documents support the Oasis Education Charter, and are available on [www.oasiscommunitylearning.org](http://www.oasiscommunitylearning.org)

## THE OASIS OFFER

Underpinned by our values and beliefs, all our work is designed to ensure each student receives the very best educational offer. Oasis operates as a national family of Academies across four regions.

The regional teams provide standards leadership and a professional governance service.

The Oasis family of Academies is led by empowered, and empowering, resilient leaders who through deeply held beliefs and values always strive to make decisions in the best interests of the students and their communities.

Each Oasis Academy has its own identity and purpose and serves the local community by working with it to transform learning aspirations and opportunities.

As a family, Oasis Academies work interdependently, benefiting from sharing best practice and inspirational pedagogy. Leaders and teachers build understanding of what is needed to secure the best possible sustainable outcomes for all learners.

Each Oasis Academy is committed to enabling children and students to become effective, enthusiastic, independent learners committed to life-long development.

Each Oasis Academy is dedicated to the task of working continuously in pursuit of excellence across all aspects of its life and work.