



Office Manager



Dear Candidate,

Thank you for your enquiry regarding the position of **Office Manager** at Oasis Academy Enfield. We are part of Oasis Community Learning which runs over 50 academies across the UK. We need an Office Manager to lead the administrative team in supporting the work of the academy.

I hope you find the information pack helpful. If you would like to know more about us before you apply please see our website www.oasisacademyenfield.org. We welcome visits to the Academy. For an informal, confidential discussion, or to arrange a visit please contact our Salma Begum, HR Officer, on 01992 655 424 or enfield.HR@oasisenfield.org

If you would like to apply, please complete the Application Form (CVs are not accepted) and return it by either of the following ways:

Email: enfield.HR@oasisenfield.org

Post: HR Officer
Oasis Academy Enfield
9 Kinetic Crescent,
Innova Park,
Mollison Avenue,
Enfield, EN3 7XH

The closing deadline for applications is no later than **8am on Tuesday 14th May 2019**. Applications will be reviewed on an ongoing basis so early applications are encouraged.

Please ensure you provide the name, address and status of two referees, one of whom should be your current Headteacher. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be on **Thursday 16th May 2019**. If you have not been invited to attend by **Wednesday 15th May 2019**, you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,



Juan Fernandez
Associate Principal

About Oasis Academy Enfield

Oasis Academy Enfield opened in September 2007 as a new academy. Initially a group of portacabins and a pioneering spirit, the Academy moved into its £30 million purpose-built accommodation two years later on Innova Business Park, 10 minutes walk from Enfield Lock Station.

The Academy has enjoyed considerable success in its 10 year History. In 2018, Ofsted confirmed that we continue to be a good academy.

Academy leaders and staff share high expectations for all students

Students behave well, and treat each other and staff with respect

Safeguarding is a strength of the Academy, and staff are proactive at supporting the children to stay safe both in school and out

Students feel safe and happy in school. Parents support this view and are happy with the progress their children are making

We provide students with high quality teaching, which not only enables them to make to the best possible progress and achieve the highest grades, but also equips them with the skills, behaviour and character, which will help them be successful and make a positive contribution to their community.

GCSE have improved this year with more students achieving the basics (English and mathematics) at both level 4 and 5. In addition performance in other areas has also improved significantly improving our progress 8 and attainment 8 scores.

At A level and BTEC Level 3 our students continue to make good progress. Three quarters of our students have progressed to university including Russell Group and other leading universities following a wide range of courses from English, History to engineering, psychology and law.

The Sixth Form works in partnership with Oasis Academy Hadley, just under two miles away. The joint Sixth Form offer enables us to offer a wide range of courses and the highest standard of teaching and enrichment activities. Students travel by minibus between the two academies.

The Academy mainly serves the ethnically and economically diverse local communities of Enfield Lock and Enfield Island Village. A number of students travel from Ponders End, Edmonton and further afield to the Academy. The intake is mixed, some students live in the private housing close to the academy and others come from some of the most deprived housing areas in the country. High numbers of students are eligible for pupil premium. There is a high proportion of students with English as an additional language (54%) with over 60 languages spoken. Turkish, Black Caribbean, Black African and White British are our biggest ethnic groups. Despite the challenges many of our students face in their day to day lives our students are ambitious and work hard, seeing education as the key to a successful future.

Oasis was established in 1985 and has grown into a group of charities working to deliver housing, training, youth work, health care, family support and primary, secondary and higher education. In the UK Oasis employs over 4000 staff as well as working with over 1000 volunteers. Oasis work in ten other countries around Europe, Africa, Asia and North America. Our academy is twinned with projects in Uganda and Kyrgyzstan.

Oasis Community Learning is an education trust established in 2004 with the express purpose of transforming lives and communities through the development of Oasis Academies. There are over 40 academies each with their own character and identity and as one organisation are committed to sharing effective practice across the group. As a leading academy sponsor Oasis is a growing organisation which is committed to improving the life chances of children, young people and the communities they live in.

The Oasis Hub Enfield supports the work of the Academy providing integrated, high quality services that benefit the whole person and the whole community. This is achieved by bringing together the Oasis ethos and values, local and national resources and expertise, and working together in and with local partners. Enfield Hub's work includes youth work, family support services, holiday activities, volunteering, community engagement, lettings as well as the Academy.

The Academy operates a totally inclusive admissions policy, accepting students irrespective of faith or ability. Our goal is to create an environment where students make very good progress, within an Academy, which values them as individuals.



About Oasis Community Learning

The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis builds 'Hubs' in the area it works in; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seek to create and sustain networks of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnership between students, parents/carers and the local community, along with the wider national and international links the Oasis' global operations create.

Our ethos is an expression of our character- it is a statement of who we are and therefore a lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ. This is encapsulated by the following five statements:

- 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

The full Education Charter explains how our ethos impacts in Oasis Academies and can be found on www.oasiscommunitylearning.org

About The Administration Team

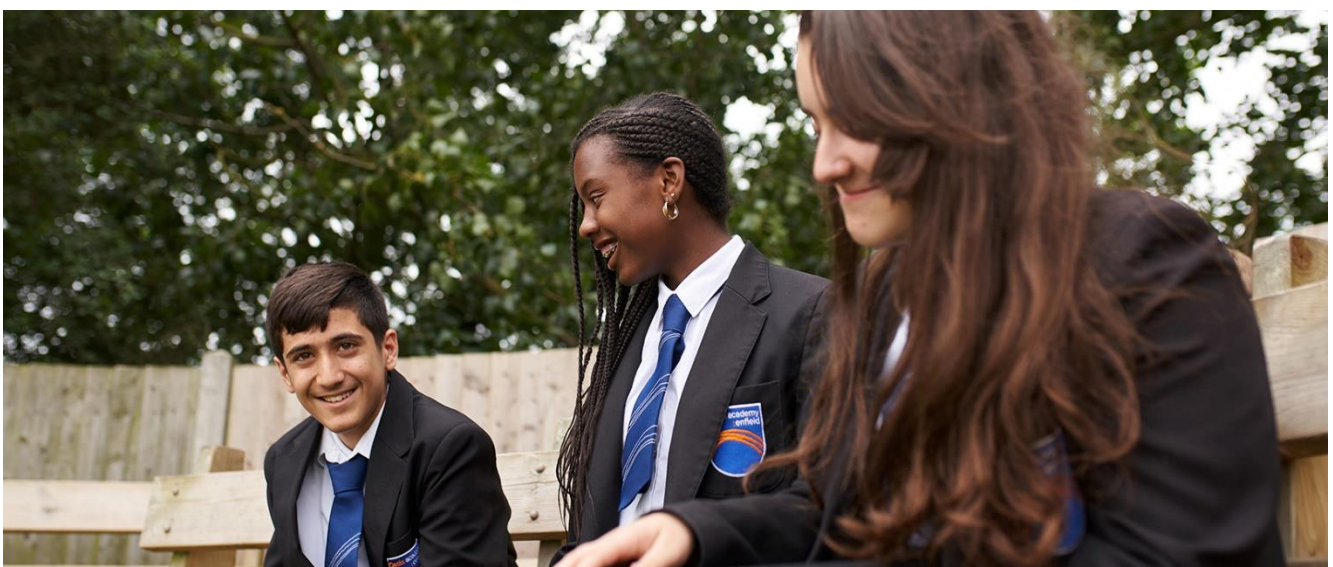
We are looking to recruit an experienced administrator with a positive and proactive approach to lead our administrative team. In addition you will be responsible for organising cover for absent teachers using our Management Information System. This means an early start at 7.30 but also an earlier finish at 15.30 Monday to Thursday and 15.00 on Fridays. The post is for 52 weeks a year and there is flexibility during academy holidays as to the start time.

You will lead the administrative team of 5 staff. The team is enthusiastic, flexible and determined to ensure that the academy runs smoothly. The team is based in the administrative offices at the front of the Academy. You will work closely with the Data, People's Directorate and Student Attendance teams.

Previous experience within an academy, school or other educational setting is an advantage but not essential. What is essential is an approachable and engaging manner with the ability to communicate with ease with staff and students, superb organisational skills combined with the ability to work well under pressure to tight deadlines. A good working knowledge of MS Office applications and excellent attention to detail is also required. A knowledge of the Bromcom Management Information System would be an advantage but training will be provided.

Strong links exist between the two Oasis Academies in north east London. The two academies work together with training activities often taking place jointly and the sharing of best practice within all areas of academy life.

This is an exciting time to join the academy and be part of a team making a real difference to the lives of children in North East London.



Job Description

POST:

Office Manager

ACCOUNTABLE TO:

The Associate Principal, under the day-to-day management and leadership of an Assistant Principal

GRADE:

Starting at Scale SO2, Point 25 Outer London (£30,711 per annum) plus Local Government Pension Scheme

KEY RELATIONSHIPS:

Academy Leadership Team; relevant teaching and support staff; Oasis Community Learning staff; LA representatives; partner professionals; parents; local community; other Oasis Academies.

LOCATION:

Oasis Academy Enfield

WORKING PATTERN:

37 hours x 52 weeks

Job Purpose:

Managing the Administrative Support team to ensure the smooth running of the day to day administrative support for the Academy. Responsible for a range of specified administrative duties. The exact nature of these duties will depend on skills and experience.

Responsibilities:

1. To be responsible for the smooth running and organisation of administration of the Academy.
2. To manage the administrative team to ensure the efficient operation of administrative support within the academy.
3. To contribute to the promotion of the general progress and well-being of children and staff within the Academy.
4. To promote and safeguard the welfare of children you come into contact with.

Duties

1. Strategic Development and Academy Development

- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.

2. Key Tasks

A. Managing the Office and Reception Administrative Team

- Line manager for the administrative team.
- Management of the day-to-day running of the Administration Office and Reception.
- Prioritisation and allocation of work submitted to the Administration Team.
- Establish, implement and manage procedures appropriate to the efficient administration of the Academy.

- Ensure efficient and friendly operation of Reception and Administration Office with respect to external communications by telephone and the maintenance of a welcoming atmosphere for visitors to the Academy.
- Ensure that procedures with regard to visitors signing in and out are carried out to fulfil Health and Safety and Safeguarding requirements.
- Ensure a high standard of maintenance of the reception environment and all working areas.
- Oversee opening and distribution of all incoming mail, recording and posting of all outgoing mail.
- Operate an efficient filing and retrieval system for documents and letters.
- Maintain effective internal communication systems with staff, students and parents.
- Ensure all correspondence, documentation and personal contacts comply with the Academy's quality standards.
- Oversee the compilation and posting of the students' half termly assessments in liaison with the Data Manager.
- Attend the IT Steering Group and, by invitation, the Academy Leadership Team meetings to advise on and contribute to discussions relating to administrative matters.
- Stock control management with regard to stationery and office equipment
- Ensure the efficient operation of all equipment within the department.
- Liaise with the Academy's IT support with regard to computer hardware and software problems
- Participate in the Academy's Performance Management process.
- Make appropriate provision for the continuing staff development of relevant personnel

B. Cover

- Manage the provision of cover staff for absent teachers,
- Use the MIS to identify members of the teaching staff needing to be covered by either a Higher Level Teaching Assistant (HTLA), teachers with allocated cover lessons or agency teacher.
- Publicise the cover for the day on the Enfield Zone and ensure HTLAs, teachers with allocated cover lessons and agency teachers are aware of their cover duties for the day.
- Liaise with Teaching Supply Agencies to arrange Supply Staff for long-term and day to day requirements
- Ensure class lists and work available for staff covering absences and that agency staff receive a copy of the cover handbook and are aware of Academy expectations.
- Authorise time sheets for agency staff liaising with finance personnel if necessary.
- Complete a daily record of staff who are absent and forward the Strategic Leadership group and HR.
- Organise cover for lunch duties and co-ordinate the signing of monthly lunch duty sheets.
- Co-ordinate the staff absence diary on the MIS and Enfield Zone due to absent for training, trips, annual leave or agreed leave of absence.
- Advise the Assistant Principal Teaching and Learning and Associate Principal as to whether the absence level on a given day can accommodate staff absence for training.
- Support the timetabler in maintaining an up to date timetable.

C. GDPR

- Act as the Data Protection Lead for the academy
- Undertake the annual internal audit of compliance against this data protection policy using the process detailed in the Oasis Data Protection Compliance Audit Framework during the autumn term.
- Be the point of knowledge and reference for staff queries liaising with the national team where necessary.
- Be the link to the OCL Data Protection Officer for reporting.

D. MIS

- In liaison with the Data Officer and Cluster Data Manager maintain and develop the MIS database.
- Manage and keep up to date Student Database on the MIS
- Provide information to the Cluster Data Manager for the termly census.

E. General

- In the event of an emergency evacuation of the building print registers, take Fire Marshall Pack to Fire Assembly Point and ensure all admin staff and visitors are present at the Muster Point.
- Promote an environment that safeguards and protects children and when necessary take responsibility for ensuring the appropriate child protection procedures are followed;
- Ensure own professional competence remains sufficient to provide effective support by seeking support for your practice and development.
- Attend training including the Academy's Training Days.

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. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

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.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

Office Manager – Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and maths at A*-C or level 2 equivalent 	
Experience, Skills and Knowledge	<ul style="list-style-type: none"> Excellent ICT skills Experience of using Word, Excel and Outlook Good organisational skills, ability to show initiative Ability to prioritise work Good communication skills Understanding of the practical application of Equal Opportunities in an Academy context Ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English 	<ul style="list-style-type: none"> Experience of working in an office in an Academy or school setting Experience of Bromcom MIS
Personal Qualities	<ul style="list-style-type: none"> Ability to lead a team Ability to reflect. Ability to use your own initiative but also know when matters need to be referred to your line manager Ability to demonstrate patience with firmness. Ability to form and maintain appropriate relationships and personal boundaries with children Be able to maintain confidentiality Emotional resilience in working in a range of challenging situations Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos 	

Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible (Sections A & B). CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are 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 enhanced Disclosure and Barring checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- 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
- Attitudes to use of authority and maintaining discipline.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.