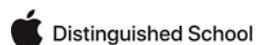


# Application Pack— School Office Manager



## Layton Primary School

“Growing Great Minds Together”



# Welcome!

Thank you for taking an interest in our advertisement for the position of Office Manager at Layton Primary School. I hope you find this pack, our website, our Blog site and our Ofsted report informative. At Layton, we pride ourselves on our growth mind-set and a continual desire to improve our practice. We support and challenge each other in equal measure to be the best we can be.

Layton is a large three-form entry primary school on the edge of Blackpool. In 2017, the school was judged to be outstanding in all areas by Ofsted. We are an Apple Distinguished School and each child and staff member are provided with technology which is an integrated part of our learning and a seamless part of our teaching and learning.

Layton's values are resilience, risk taking, resourcefulness, reflectiveness and relationships permeate all our work so that we can 'grow great minds together'.

We can offer:

- an environment where you can be challenged to improve every day in a collaborative working environment
- inspirational and outstanding colleagues
- utilisation of the latest technology and systems/apps
- regular and varied staff wellbeing events
- Employee Assistance Programme
- free on-site parking
- Tea/coffee provided

We are looking for an individual who:

- welcomes the opportunity to be challenged
- has high expectations of themselves and their team
- enjoys and thrives within an environment where self improvement is a strong motivating factor



# A letter from our School Business Manager

Dear Applicant,

Thank you for applying for the post of Office Manager at Layton Primary School. By demonstrating an interest in the position, you must feel ready to manage an established team within a busy, outstanding three-form entry Primary School. This is a wonderful opportunity for the right candidate to develop their own business management and organisational skills. We are very much looking forward to receiving your application.

The successfully appointed person will play a key role within school, supporting the Business Manager in directing and co-ordinating the work of the Business Support Team and managing day to day financial and human resource operations. The role involves working with staff, pupils, parents and governors.

We are looking for someone with previous financial and/or human resources experience, and a background within a school environment would be a clear advantage. Candidates will ideally have a working knowledge of equivalent school management information and finance systems e.g. SIMS, Arbor, FMS, Access, Cedar etc.

Duties will include:

- Reconciling and banking income
- Accounts payable and bank statement reconciliation
- Recruitment administration, pre-employment processes, induction of new staff
- Managing debt
- Maintenance of school single central record, ensuring all staff, volunteers, and contractors have the correct level of DBS clearance

Our parents are an essential aspect of the school's work. They are an integral part of their children's education and we have good levels of communication with them - we are always looking to improve and your team will be at the forefront of this, whilst also being the first point of contact for families and visitors.

The school is fortunate to have a great team of staff who work with passion and energy in order to provide the best education and care for our pupils. Working as a team, the staff utilise a great sense of humour, coupled with the deepest commitment, to bring a wide range of skills and qualities to the curricular and extra-curricular provision. All of our support staff provide the assistance and collaboration needed to enable classroom staff to work effectively.

If you wish, you can gain more information about the school from our OFSTED report, our website, blogs or any of our numerous twitter feeds. If you would like a chat about the role, please phone the school office and ask to speak to myself. I look forward to hearing from you.

Yours faithfully,

*L. Sheldon*



# #TeamLayton



Beginning your teaching career, or moving to a new school, can be daunting. Starting my NQT year at Layton Primary, I quickly felt incredibly welcomed, included and valued as part of our school community, our 'Layton Family'.

Our school motto, 'Growing Great Minds Together', runs through our school like a stick of Blackpool rock. Just like the children, you are encouraged to take risks, develop your resilience and are often taken out of your comfort zone! Before joining #TeamLayton, I was terrified of public speaking, and would never volunteer to lead presentations. After encouragement and support from SLT and other members of staff, I have presented at several CPD events, including a few at our own school as an Apple Regional Training Centre, and have also encouraged other members of staff to drop into my classroom to learn new skills and share good practice. We were all encouraged to start a 'teaching Twitter', which has truly developed my own CPD and has enabled me to share ideas with other like-minded educators all over the world!

Being a large, three-form entry school, working collaboratively with others, both within my own year group and across the school, has been vital in ensuring the best possible experiences for our pupils. We are encouraged to trial new ideas and reflect on their effectiveness, which can then be implemented across the rest of the school. Learning to utilise technology effectively within my practice, to be able to respond to the needs of all children, has been invaluable and I honestly couldn't imagine teaching anywhere else!

**Jemma Bunce—Class Teacher**

Layton Primary School creates the perfect environment for NQTs to develop and excel. I began my teaching career as an NQT at Layton where I developed my teaching practice in ways I did not anticipate. Growing Great Minds Together is not merely a school motto, it is an ethos that resonates through out the entire school environment. As an NQT I was encouraged to collaborate with more experienced members of staff in order to aid my development. This was always met with a smile, support and purposeful advice. For example, when joining Layton I had very little experience using technology in the classroom however, with advice and expertise of all the staff I soon became an Apple Teacher who is extremely confident integrating technology into my daily teaching practice.

The support that I received, not only in my NQT year, but throughout my time at Layton has been second to none. We are a family at Layton. We have a Senior Leadership Team whose main priority is to develop staff, in a supportive manner, in order for us to provide the best learning environment for our children and in order for us to become the best teachers we can be.

**Lucy Fidler —Class Teacher**



# #TeamLayton

At Layton Primary School, we encourage pupils to use our 5Rs: resilience, risk taking, resourceful, relationships and reflectiveness, which we use daily.

With these, we grow our great minds together.  
Every week, we celebrate these values in a Learner of the Week assembly.

***Head Girl***



At Layton Primary School, all pupils strive to challenge themselves in their learning.

Layton is a brilliant school because every pupil can go above and beyond expectations and follow the school motto: growing great minds together.

In every situation, all pupils are friendly and respectful, using our 5Rs to help us in every challenge we come across.

***Head Boy***



# About the post: Office Manager

<b>Business Support Officer:</b>	NJC Grade E (SCP 12—17)
<b>Responsible to:</b>	School Business Manager
<b>Key links:</b>	Senior Leadership Team, Team Leaders, Teachers, LSAs, Extended School staff, Premises Manager, Lunchtime Supervisors, Governors
<b>Supervisory responsibilities:</b>	Line management of Business Support Team



**Purpose of role:** To manage the administrative and/or finance function within the school, including staff and systems.

## Key Duties

- Plan, develop, adapt, organise and monitor support systems, procedures and policies;
- Manage / supervise administrative staff;
- Provide support, advice and guidance on administrative issues to senior staff, governing body and others;
- Liaise with other staff, pupils, parents/carers and external agencies;
- Develop and maintain confidential record and information systems;
- Undertake analysis and evaluation of data, and produce ad hoc detailed reports and information;
- Responsible for completion and submission of forms, returns etc., including those to outside agencies;
- Maintain confidentiality and adhere to safeguarding procedures.



# About the post: Office Manager

## Individuals may also:

- Produce, and respond to, correspondence;
- Assist in the management and monitoring of the school's financial processes and budgets;
- Contribute to the service contracts, school licences and insurance;
- Assist with the marketing and promotion of the school;
- Manage lettings and the use of premises and associated income;
- Responsible for ensuring the selection, ordering and storage of supplies within a budget.



# Person Specification: Office Manager

Attributes	Requirements	Requirements
	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>A range of GCSE's including English Language and Mathematics at equivalent grades A-C</li> <li>National qualifications Level 4, HND, A Levels or relevant extensive experience</li> </ul>	<ul style="list-style-type: none"> <li>Finance/ Accounting or HR qualifications</li> </ul>
<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>Strong interpersonal/communication skills—verbal and written</li> <li>Customer service experience including dealing with complaints</li> <li>Advanced ICT skills</li> <li>Excellent organisational and prioritisation skills</li> <li>Knowledge and experience of developing and managing relevant administrative/finance systems and specialist ICT packages</li> </ul>	<ul style="list-style-type: none"> <li>Relevant managerial experience</li> <li>Experience of working in a school administrative office</li> <li>Experience of recruitment administrative processes</li> </ul>
<b>Professional Development</b>		<ul style="list-style-type: none"> <li>Evidence of further professional development</li> </ul>

# How to Apply

Do you feel you could be the next member of our Outstanding team? If you have the required skills, experience, competence, commitment and passion to make a difference to the children at Layton Primary School, please download an application form from:-

- ◇ <https://www.greater.jobs/>
- ◇ <https://layton.blackpool.sch.uk/current-vacancies/>

Your application must address all of the essential criteria specified in the Person Specification.

Closing date for applications to be received by school is **12.00 noon on Friday 7th June 2024.**

Candidates should submit their application form by email to **recruitment@layton.blackpool.sch.uk** You should expect a return email confirmation once the application has been received, please resend if you haven't received an acknowledgment within 48 hours.

Shortlisting will take place following the closing date and successful candidates will be invited to the formal interview process by email, proposed for Friday 14th June 2024.

Please be advised that Layton Primary School does not inform candidates when they have not been shortlisted. Therefore, if you have not been contacted within five days of the shortlisting date, you should assume that you have not been successful on this occasion.

Layton Primary School is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory two year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of any essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996. The Governing Board is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation. In line with KCSIE 2022, online searches (e.g., social media) will be completed for shortlisted candidates.

Good luck with your application; we look forward to reading it and potentially welcoming you to the team one day!

