



Abbey Multi Academy Trust

Holy Trinity C of E Academy



Recruitment Application Pack

Office Manager HT24



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Welcome Letter from Head of School

Dear Colleague,

Thank you for interest in the Office Manager role at our school. We are a small, one form entry school in Rothwell and our school community is built around our core value of love. Whilst we are rightly proud of our Ofsted good grading in 2019, we are even prouder that it was acknowledged that we are a **small school big heart**. This is not just a 'strap line', but something that we live out on a daily basis.

If you want to be part of a community founded on love and be an integral part in the next phase of our development, then we would be delighted to receive an application from you. I am incredibly proud to be Head of School at Holy Trinity, and would be delighted to share with you, in person or by phone, more about our fabulous school community.

I look forward to meeting you and reading your application.

Kind regards

Gina Marsland
Head of School

Welcome Letter

Dear Colleague,

Thank you for your interest in the role of Office Manager for Abbey Multi Academy Trust.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the Office Manager role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

“To work in partnership to educate, nurture and empower”

Our vision is that the academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Holy Trinity and Abbey MAT have to offer.

We look forward to meeting you and reading your application.

Helen Pratten & Catherine Garrett
Co-CEOs

Advert

Position: Office Manager
Reference: HT24
Salary: C3/SO1 (£25,481 – £29,577) actual salary working TTO £22,357 – £26,060
37 hours a week
Term Time Only working 40 weeks per year

In Partnership to Educate, Nurture & Empower

Are you passionate about school administration? Looking for a passionate and dedicated Academy Trust which genuinely invests and develops their staff? Then apply today to join **Abbey Multi Academy Trust** and work within **Holy Trinity C of E Academy** as an Office Manager.

We are looking for a dedicated individual who can:

- Responsibility for the day to day management of the office
- Assist the Head of School in the financial control, management and administration of the school
- Work as part of a team and motivate fellow colleagues
- To prioritise work to meet conflicting deadlines
- To be responsible for the continuous development and implementation of effective administrative procedures within the academy
- To work with others to help improve work organisation and effectiveness

You will be:

- A highly motivated and hard-working person
- A team-player who can develop positive relationships with children, families and colleagues
- Someone who will support the Trust's Christian ethos

What we can offer:

- Friendly, welcoming academies with a strong Christian ethos
- Enthusiastic, well-motivated colleagues
- Free secure onsite parking
- Membership of a pension scheme

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the geographical areas of the Anglican Diocese of Leeds and Calderdale.

All our academies share in the Trust's mission to work **In Partnership to 'Educate, Nurture and Empower'**. For more information about us or our primary academies please visit the following links:

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

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

Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed and encouraged and can be arranged by contacting Recruitment@abbeytrust.org

To apply please download recruitment pack and email completed application form Recruitment@abbeytrust.org

Closing date: 3pm Wednesday 1st December 2021

Interview date: w/c 6th December 2021

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service check. We promote diversity and want a workforce which reflects the population of Leeds.

Application & Shortlisting Process

Closing date: 3pm Wednesday 1st December 2021

Interview date: w/c 6th December 2021

Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please note all sections of the Application Form should be completed. Supporting statements should evidence skills and experience against the requirements of the job description and person specification.

Completed applications should be returned by email to recruitment@abbeytrust.org

CVs will **not** be accepted in place of a completed Application Form.

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 320 1425

Invite to Interview

After the closing date, short listing will be conducted by a Panel.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

Candidates will be selected for interview entirely on the content of their application form. Candidates are advised to read the job description and person specification carefully before completing an application form.

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:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS and Barred List check will be required for this post.

Standard Checks

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 DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing 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 will not be accepted.

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 checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status;
- 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.

Abbey Multi Academy Trust is committed to safeguarding children. This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check and/or Barred List check.

References & Verifications

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from references will be taken up at interview.

Queries

If you have any queries on any aspect of the application process or need any further information or you would like the opportunity to have an informal discussion, please contact us via the Recruitment@abbeytrust.org email address.

Equality and Diversity

Abbey Multi Academy Trust promote diversity and want a workforce which reflects the population of Leeds and Calderdale. We are committed to creating and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our students. We aspire that staff are equally valued and respected, and students are encouraged to thrive academically.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

We acknowledge the following basic rights for all members and prospective members of our community:

- to be treated with respect and dignity
- to be treated fairly with regard to all procedures, assessments and choices
- to be encouraged to reach one's full potential

These rights carry responsibilities and we require all members of our community to recognise these rights and act in accordance with them. In addition, we will comply with all relevant legislation and good practice.

No individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Job title: Office Manager

Salary Scale: C3/SO1

Reporting to: Head of School

Overall purpose of the post:

- Assist the Head of School in the financial control, management and administration of the school
- Liaise with the Chair of Governors, Finance Team, Premises Supervisors and Senior Colleagues as necessary.

Key Responsibilities:

To have responsibility for the day to day management of the office and line management of the administrative team including the reception area, to provide a comprehensive and effective administrative support service.

Office Management

- To work as part of a team and to lead and motivate fellow colleagues.
- To be responsible for the continuous development and implementation of effective administrative procedures within the academy, to ensure that all procedures are carried out accurately.
- To line manage the office staff and be responsible for overseeing and allocating work accordingly
- To prioritise, plan and organise self and other's work to meet conflicting deadlines.
- To monitor day to day activities undertaken by the team.
- To anticipate termly demands and plan ahead accordingly: for example, census, admissions, exams, open evening etc.
- To work own initiative effectively and organising own workload.
- Maintaining pupil records and staff.
- Liaise with parents, and arrange visits to the school for parents of prospective and existing pupils.
- Oversee greeting of visitors, monitoring emails and telephone enquiries and responding accordingly
- Attend team meetings as necessary and undertake annual appraisals and performance management of Administration staff.
- Prepare and monitor the school diary and planning cycle and assist in the prioritising of appointments.
- Preparation of all School returns and forms.
- Co-ordinate all School to Home communication and undertake as appropriate.
- To take responsibility for dealing with more complex enquiries or challenging visitors/callers from internal and external partners as required including complaints
- To use IT applications and Databases confidently to deliver administrative tasks including complex reports

- To ensure all administrative duties, checks, statutory documentation reports and returns (internal and external) are completed accurately and submitted within required deadlines
- Overseeing ParentPay and the collection of debts and undertaking as appropriate.
- Overseeing the management of the school lunch (including responsibilities in relation to free school meals) and milk system including liaising with parents, finance and completing any relevant documentation as appropriate.
- Work in close consultation with the Head of School, Premises Supervisor and Governors regarding Health and Safety within school including:
 - reporting to the First Aid lead regarding the storing and issuing of medication in accordance with our medication policy and/or communicating with parents as appropriate
 - reporting to the First Aid lead regarding accident forms and/or communicating with parents as appropriate
 - collating and sharing with relevant staff any pupil medical conditions
- Support with attendance making initial calls to parents, reporting at regular intervals to the Head of School, senior staff or Trust staff about attendance and issuing half termly attendance letters to parents.
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- Undertake as requested by senior staff any other tasks commensurate with the general nature of the post
- To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by Senior Staff

Financial

- To be responsible for the administrative stationery and administrative photocopying budgets
- Liaise with suppliers of services and contract managers.
- Oversee the ordering of office and general school supplies, ensuring that budget limits are adhered to for such items.
- Oversee the collection and reconciliation of all monies coming into the school.
- Implementation and maintenance of procedures to ensure successful financial audits are completed.
- Undertake other financial and administrative tasks as requested by the Head of School.

Payroll

- Prepare the staff payroll and where necessary, discuss discrepancies with the Head of School, in the first instance, and then liaise with the payroll agency
- Undertake recruitment of new employees, sending application details, arranging interviews and requesting references. To be a member of the interview panel for staff appointments as required. Pre-Employment checks of new staff, Medical & DBS checks and to ensure that contracts of employment are issued and correct.
- Ensure that all Staff personnel matters are properly dealt with including the secure storage of all staff records. Assist in resolving personnel matters and Conditions of Service queries.

- To be responsible for monitoring GDPR across the academy and ensuring the office is compliant with GDPR

Out of School Club

- Be responsible for the administration of Out of School club including:
 - Organising and managing registers
 - Liaising with parents including ensuring prompt payment
 - Processing and issuing contracts and registration forms ensuring prompt return and collation
- Liaise with the finance team regarding payment and debts as necessary
- Be responsible for promoting the Out of School club within the community including items such as social media posts and newsletters liaising with the Trust’s digital team as necessary.
- Liaise with the Trust’s compliance officer, finance team and Head of School regarding keeping policies, procedures and records up to date.

Other

- Oversee secretarial and office reprographic work and settle priorities for such work.
- To be aware of risk assessment procedures and Health and Safety procedures in relation to the school
- To promote the school effectively to different audiences and raise the profile of the school within the community in conjunction with the Head of School and other Trust staff
- Support the Head of School and other Trust staff to ensure effective coverage of events in school including supporting in issuing of the school newsletter
- Support the Head of School and Trust staff the positive promotion of the school in the local and wider community and supporting in organising events and services to raise the school profile.
- To keep up to date the Fire Drill administration

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder’s responsibilities and duties.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Principal/Headteacher.

| | |
|-------|------------|
| Name: | Signature: |
| Date: | |

| Office Manager | | | | | | |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------|---|--|-----------|---|
| PERSON SPECIFICATION CRITERIA | | | | | | |
| Qualifications | | ESSENTIAL | | | DESIRABLE | |
| 1 | Good general level of education to GCSE, or equivalent including Maths and English GCSE Grades A* - C or equivalent | A | R | | | |
| 2 | Any relevant management qualification and/or NVQ Administration Level 3 or above | | | | A | R |
| 3 | Word and Excel recognised qualification | | | | A | R |

| Professional knowledge, skills and abilities | | ESSENTIAL | | | DESIRABLE | |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|---|-----------|--|
| 1 | Able to process documentation using Microsoft Packages | A | R | I | | |
| 2 | Able to accurately input/retrieve data information from information systems to produce complex reports | A | R | I | | |
| 3 | Able to lead a team | A | R | I | | |
| 4 | Excellent interpersonal skills and communication skills | A | | I | | |
| 5 | Highly developed planning and organisational skills and the ability to delegate appropriately | | | I | | |
| 6 | Excellent communication skills with a wide range of people and able to demonstrate sensitivity, diplomacy and tact particularly when dealing with more sensitive issues | | | I | | |
| 7 | Ability to work under pressure | | | I | | |
| 8 | Understands the importance of confidentiality | | | I | | |
| 9 | Requires minimum supervision, is able to prioritise and work on own initiative | A | R | I | | |
| 10 | Lead and manage change | | | I | | |

| Experience | | ESSENTIAL | | | DESIRABLE | | |
|------------|---------------------------------------------------------------------------------------|-----------|---|---|-----------|---|---|
| 1 | Previous experience working in a school or educational environment | | | | A | R | I |
| 2 | Minimum of two years' experience of working in a school office with knowledge of SIMS | | | | A | R | I |
| 3 | Previous experience working in a team in an office environment | A | R | I | | | |
| 4 | Experience of organising work tasks and duties to meet deadlines | A | R | I | | | |
| 5 | Previous experience working in a team | A | R | I | | | |

| Professional Attributes, Qualities and Values | | ESSENTIAL | | | DESIRABLE | | |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------|--|---|-----------|--|--|
| 1 | Work well on your own but also as part of a team | A | | I | | | |
| 2 | Able to deal with different situations as they arise | A | | I | | | |
| 3 | Flexible and willingness to be adaptable in addition to being accessible, approachable and demonstrating an enthusiastic attitude | A | | I | | | |
| 4 | Understand and respect the principals of confidentiality | | | I | | | |
| 5 | Self-motivated with the ability to work under pressure and be proactive | | | I | | | |
| 6 | Ability to articulate, communicate and support the Christian ethos and values of Abbey Multi Academy Trust | | | I | | | |

The criteria will be evidenced as indicated below:

'A' refers to the candidate's Application form and covering letter

'I' to interview

'R' to reference

Candidates should address at least all items marked 'A'

Referees are asked to comment on items marked 'R'

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.