

**Office Manager**

Recruitment Pack

June 2023

Part of the Steel River Academy Trust



**WELCOME MESSAGE**

Dear Applicant,

May I take this opportunity to thank you for expressing an interest in applying for a position at Grangetown Primary School which is part of the Steel River Academy Trust.

You will be joining an outstanding team, who are driven to ensure that our pupils achieve the highest possible standards.

As a school, we all work together. The ability to collaborate and be open to development is essential. If you value support and want to be the best teacher that you can be, we would encourage you to apply.

The School is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment practices will be undertaken before any appointment is confirmed, please refer to the enclosed information on Safer Recruitment.

During the application/selection process if you require special arrangements at any of the recruitment stages, please do not hesitate to contact the School.

Please ensure that your read all of the instructions for applying very carefully and complete the application form in full. Please do not attach any supplementary documents, as the application form is the only document we consider.

If this fantastic opportunity excites you, I look forward to your application.

Regards,



Mr. J Murgatroyd

**ADVERT**

**Position:** Office Manager

**Contract:** Permanent

**Required:** September 2023

**Salary:** SCP Grade D+ £23057 - £24676

**Hours:** 37 Hours – Full Time/Term Time Only

Required for September 2023

Steel River Multi-Academy Trust seeks to appoint a dynamic and highly motivated Person to fulfil the role as School Office Manager for **Grangetown Primary School**. The successful candidate must be passionate about working to secure the best possible outcomes for all our children, families and the wider community. The successful candidate should want to work towards School Business Manager qualifications and be interested in getting involved within school finances.

**School Office Manager**

• Assist with the planning, development, design, organisation and monitoring of support systems/procedures/policies.

• Assist with the development and maintenance of record/information systems.

• Provide detailed analysis and evaluation of data and produce detailed reports/information as required.

• Produce, and respond to, complex correspondence.

• Provide organisational support to other staff.

• Assist with the management of resources, including daily management of a budget and regular audit of resources.

• Assist with the day to day management of financial administration procedures.

**Our school can offer:**

• A friendly, caring and supportive ethos.

• Polite and well-motivated pupils.

• A dedicated and enthusiastic team of staff and trustees

• Well-resourced quality learning environments.

• Support from colleagues within all our schools

• Opportunities to continue your own professional development.

Steel River Academy Trust is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to DBS check along with relevant employment checks.

Applications are invited from prospective candidates who are able to demonstrate that they meet the essential criteria set out in the person specification.

**Closing date:** Wednesday 14th June 2023 5pm

**Shortlisting:** Thursday 15th June 2023

**Interviews:** Wednesday 21st June 2023

**Visits to the school are strongly encouraged. If you would like to visit the school then please call the school on (01642) 455278 to arrange a time.**

**Please return all applications to -**

**Grangetown Primary School,**

**St George Road,**

**Grangetown,**

**Middlesbrough,**

**TS6 7JA  
Tel: 01642 455278**

**Email:** [lorraine.ackerley@grangetownprimary.org.uk](mailto:lorraine.ackerley@grangetownprimary.org.uk)

**JOB DESCRIPTION**

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| --- | --- |
| **Post Title** | Site Manager |
| **Salary** | SCP D+ |
| **Line manager/s** | Head Teacher |
| **Supervisory responsibility** |  |

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| --- | --- |
| **Overall Purpose of the role** | **Organise and support the school with clerical and administrative systems. Contribute to the planning and development of support services and support staff, including co-ordination and delegation of relevant activities. This may include supervision of others.** |
| **Organisation** | * Assist with the planning, development, design, organisation and monitoring of support systems/procedures/policies. * Supervise, train and develop staff as appropriate. * Liaise between managers/teaching staff and support staff. * Undertake recruitment/induction/appraisal/training/mentoring for other staff. |
| **Administration** | * Assist with the development and maintenance of record/information systems. * Provide detailed analysis and evaluation of data and produce detailed reports/information as required. * Produce, and respond to, complex correspondence. * Provide organisational support to other staff. * Provide organisational and advisory support to the Governing Body. * Assist with the Management complex administrative procedures. * Assist with the completion and submission of complex forms, returns etc., including those to outside agencies, e.g. DfES |
| **Resources** | * Assist with the management of resources, including daily management of a budget and regular audit of resources. * Provide advice and guidance to staff and others on complex issues. * Undertake research and obtain information to inform decisions. * Assist with the procurement and securing sponsorship/funding. * Assist with the management of service contracts. * Assist with the management school licences and insurance. * Assist with and where necessary take a lead role in marketing and promoting the school. * Assist with the day to day management of financial administration procedures. * Assist with and where necessary take a lead role in planning, monitoring and evaluation of budget. * Be responsible for the management of expenditure within an agreed budget. * Knowledge Health & Safety management. |
| **Other** | * Any other duties required by, SLT or the Headteacher, which is in the scope of the post. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. * Be aware of and support difference and ensure equal opportunities for all. * Contribute to the overall ethos/work/aims of the school. * Develop constructive relationships and communicate with other agencies/professionals. * Share expertise and skills with others. * Participate in training and other learning activities and performance development as required. * Recognise own strengths and areas of expertise and use these to advise and support others. * Show a duty of care and take appropriate action to comply with health and safety requirements at all time * Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory. |

**PERSON SPECIFICATION**

Please be aware that applications are assessed against the following criteria in the first instance.

1. Overall presentation

2. Use of standard English

3. Grammatical accuracy

**If an application does not meet the expected standard, it will be discarded before being matched to the person specification.**

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| **ATTRIBUTES** |  | | | **E** | **D** | **Source** |
| **Qualifications** | Minimum of GCSE C or above in English and Maths | | | X |  | A |
| NVQ Level 3 or above in business and administration | | | X |  | A |
| Good standards of education and IT skills | | | X |  | A |
| Evidence of continuous professional development | | | X |  | A |
| Be willing to work towards School Business Managers Qualifications | | | X |  | A, I |
| **Experience** | Experience of working in a school administrative environment | | | X |  | A, R, I |
| Successful experience of providing high quality service to the general public and visitors. | | | X |  | A, R, I |
| Experience of dealing with the public in person and on the telephone | | | X |  | A, R, I |
| Management experience within an office context | | | X |  | A, I |
| Experience of using and maintaining record/information systems such as SIMs/Parent mail etc. | | | X |  | A |
| **Personal Attributes** | Resilience, the ability to work under pressure and be able to meet deadlines | | | X |  | A, R, I |
| Proven ability to think both strategically and creatively to prioritise | | | X |  | A, R, I |
| Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide | | | X |  | A, R, I |
| Excellent communication skills (including written, oral and presentation skills) | | | X |  | A, R, I |
| A commitment to safeguarding and promoting the welfare of children and young people | | | X |  | A, R, I |
| Demonstrably professional, honest and loyal | | | X |  | A, R, I |
| Flexible and open to continuous change | | | X |  | A, R, I |
| Commitment to our pupils and their learning, wellbeing and safety | | | X |  | A, R, I |
| Able to build and maintain successful and purposeful relationship | | | X |  | A, R, I |
| **Skills, knowledge & understanding** | Able to work as part of a team | | | X |  | A, R, I |
| Excellent, numeracy and IT skills | | | X |  | A, R, I |
| Highly effective administrative and organisational skills | | | X |  | A, R, I |
| Knowledge and understanding of the confines of confidential working | | | X |  | A, R, I |
| Understanding of financial, payroll and HR procedures | | | X |  | A, R, I |
| High level of interpersonal skills | | | X |  | A, I |
| Ability to work independently as well as collaboratively | | | X |  | A, R, I |
| Knowledge of health and safety management | | | X |  | R, I |
| **Codes** | | | | | | |
| E = Essential | | D = Desirable |  | | | |
| A = Application Form | | R = References | I = Interview | | | |

**SAFER RECRUITMENT**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All successful applicants will be required to declare spent and unspent convictions, cautions and bind- overs, excluding those defines as protected and will be subject to an Enhanced Disclosure and Barring Service check with barred list information.

**Applications**

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that by submitting an application they are agreeing that the information given is true and correct and that any offer of employment will be made on this basis. Where it is found that false information has been provided this could result in the application being withdrawn or summary dismissal if the applicant has been selected and employment has commenced. This may also result in possible referral to other professional regulatory bodies where appropriate.

**References**

* A minimum of two references will be sought, one of which must be from current or most recent employer.
* References for shortlisted candidates will be sent for immediately after shortlisting.
* The school has a standard template which is used for all references.
* The School does not accept open references, testimonials or references from relatives, a partner or people writing solely in the capacity as a friend.

**A standard template will be used for both requesting and providing references. This has been checked and verified by Human Resources.**

Only references from a trusted authoritative source will be acceptable. References will always be sought and obtained directly from the referee.

Reference requests will specifically ask:

* About the referee’s relationship with the candidate.
* Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

* The applicant’s current post, salary and attendance record.
* Performance history and conduct.
* Any disciplinary procedures in which the sanction is current
* Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

**SHORTLISTING**

Before the closing date, a panel will be created that will include at least one governor. After the closing date, the panel will match your skills/experience against the person specification.

**Selection for interview will be decided entirely on the contents of your application form. Please read the job description and person specification carefully before completing your form.**

**INTERVIEW**

The shortlisting panel will then conduct the arranged interviews. This will always be a face-to-face professional interview.

The panel will agree the questions to be asked of each candidate and the assessment criteria to be used. In addition to exploring the candidate’s suitability for the post, the panel should explore:

* the interviewees attitude towards children and young people
* the interviewees willingness and ability to support the School’s commitment to safeguarding and promoting the safety and welfare of children and young people
* any unexplained gaps in the candidates employment history
* any other concerns or discrepancies arising directly from the interview

The panel will then score the applicants on the interview activities. A decision will then be made with regard to the appointment(s).

If you are selected for interview, you **must** bring along one form of photographic ID to verify your identity.

**SAFEGUARDING**

Keeping children safe is our number one priority. We ensure that the safety and wellbeing of every child is at the centre of every decision we make.

*'Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play.'*

Working Together to Safeguard Children DfE 2018

Grangetown Primary School pays full regard to the DfE guidance 'Working Together to Safeguard Children, 2018' and 'Keeping Children Safe in Education, September 2018'.

**The school's Child Protection Policy applies to all adults, including volunteers.**

Our Child Protection Policy has been written to ensure that all staff are fully informed about their responsibilities in relation to Child Protection, are aware of signs and symptoms which may suggest that a child is coming to harm, the various types of safeguarding issues that we may face as educators of children and who to speak to if they have a concern about a child or member of staff.