



Northern Lights
LEARNING TRUST



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2 x Office Managers

**Permanent positions required as soon as possible
one required for Hart Primary School and one required for
St Peter's Elwick C of E Primary School**

NJC SCP 15-20

**£23542-£25991 per annum pro rata salary starting point
negotiable depending upon experience**

**37 hours per week over 40 weeks of the year (term time
plus 5 INSET days and 1 week working in school holidays)**

Are you organised, enthusiastic and welcoming?

Do you thrive working in a busy office environment?

Would you like to make a difference to children's learning and well-being?

Northern Lights Learning Trust are looking to appoint two office managers one for Hart Primary School and one for St. Peter's Elwick Church of England Primary School, both schools in Hartlepool. We are looking to welcome enthusiastic and reliable applicants who can support pupils, parents, staff and governors. The successful candidate will liaise and work closely with the Senior Leadership Team and the admin team within their school and will have the opportunity to network with other Office Managers across the trust and the Trust Chief Operations and Finance Officer. In return you will benefit from inspirational and dynamic leadership and be empowered to develop your own skills with access to great CPD opportunities.

Do you...

- Have experience working in a busy school office
- Possess excellent communication and IT skills
- Have experience in financial and staff management
- Be confident in dealing with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Be enthusiastic and supportive of the Academy ethos
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If so, we would really welcome your application

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development, including the opportunity to undertake related qualifications.
- National Terms and Conditions of Employment (NJC Green Book).
- Local Government Pension Scheme.
- The opportunity to work as part of a growing Trust and shape this role

Details of the schools can be found on the school websites
<http://www.hartelwickfederation.org.uk>

Closing Date:

Applications must be received by 9am on Friday 4th February 2022
Short Listing will take place on Monday 7th February 2022
Interviews will take place on Wednesday 9th February and Friday 11th February 2022.

How to apply:

Application packs can be downloaded from our website. Please contact us if they are required in an alternative format.

Letters of application should be returned with application forms FAO Hayley Swinhoe (COFO) to info@nllt.co.uk or by post to Hayley Swinhoe, COFO, Northern Lights Learning Trust, Marcross Drive, Sunderland, SR3 2RE

Only applications received on the trust application form can be accepted under our safer recruitment policy.

For an informal discussion or further information, please contact Hayley Swinhoe, Chief Operations & Finance Officer on 0191 594 7033 (Choose Option 2) or by email at info@nllt.co.uk

Job description

Post: Office Manager

Responsible to: Headteacher, Governors, Board of Directors

Responsible for: Staff and resources within their school

Salary Band: NJC SCP15-20 (£ 23542-£25991 pro rata) required 37 hours over 40 weeks

Job Purpose:

- Manage whole administrative function of the school office, premises and resources, ensuring appropriate management of and delegation to site and admin staff.
- Accountability for leading all aspects of the schools' finances in accordance with Trust procedures.
- Provide efficient, and effective customer services, providing a first point of welcome for a range of stakeholders.
- Develop and implement improvements to administration and processes to promote efficiencies.

KEY RESPONSIBILITIES

Role requires working with a team

Role requires attendance at any training courses relevant to the post, ensuring continuing, personal and professional development.

Role requires the post holder to present self as a role model to pupils and other team members in speech, dress, behaviour and attitude, in keeping with the Trust vision and values.

Administration:

- Plan, develop, organise and monitor support systems, procedures and policies including emails, phone calls, messaging services, social media, school calendar etc., in a timely manner, following internal procedures
- Be responsible for the management of other administrative staff, carrying out their annual performance review and arranging for appropriate training, including any apprentices, on a regular basis
- Ensure the academy management information systems are developed and maintained in line with the schools' needs
- Produce, and respond to, correspondence in a timely manner
- Manage service contracts, school licenses and insurance
- Prepare and complete documents and returns in relation to admissions, induction and registration procedures and transfers to other schools, managing the pupil information systems
- Ensure all of the schools' ICT systems remain up to date and secure
- Develop and maintain record and information systems for both pupils and workforce
- Responsible for completion and submission of forms, returns etc., including those to outside agencies [e.g. Census, Chief Operations and Finance Officer, ESFA etc.]

- Liaise with other staff, pupils, parents/carers and external agencies
- Manage the marketing and promotion of the school through website, social media, newsletters, brochures etc.
- Be a first point of contact for visitors and parents, creating a welcome, friendly customer service— answering queries, resolving problems and making decisions where appropriate
- Provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities as necessary.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents and ensuring procedures are followed.
- Manage maintenance of the School website and social media, ensuring statutorily compliant with information available for a range of audiences
- Provide hospitality to visitors and for meetings held in school where needed.
- Prepare, maintain asset registers and logs of all IT equipment, peripherals, repairs and upgrades
- Liaise with contractors to ensure all work carried out is to a high standard and in line with requirements

Finance:

- Plan, monitor and manage the schools' delegated budgets, evaluating and producing termly reports verbally, manually and electronically, for the Chief Operations and Finance Officer and local governing body which enable effective self-evaluation, providing value for money.
- Day to day responsibility for all financial resources i.e. accounting for, reconciling and security of all money (cash, cheques and online payments, debt) received into school for all income streams, future and present, e.g. school meals, educational visits, donations, extended services, wraparound care, uniform, etc.
- Ensuring ordering, delivery and payment procedures are followed in line with the Academy Finance Handbook, recording all transaction on financial systems and using online banking services to make payments.
- Ensuring all income and expenditure is recorded, banked/paid and reconciled in a timely manner in accordance with the Academy Finance Handbook and Financial Regulations.
- Ensuring all records are completed at the month end, ready for the Chief Operations and Finance Officer
- Carrying out financial processing including accounting for all expenditure and income within the financial programme and paper records kept and updated regularly for Main School Budget and all school funds.
- Managing reconciliation of the online parent payment system and input of associated transactions.
- Providing ongoing assistance and guidance on administrative issues to senior staff, Chief Operations and Finance Officer and others including updates to the Local Governing Body
- Ensure efficient timetabling of Breakfast and After school club staff, monitoring budgets half termly to determine sustainability of the business.
- Determine best value SLA's, working with the SLT and CFO, and submit SLA agreements
- Source quotes for work needed, ensuring best value for money.

Human resources:

- Provide assistance to the Headteacher and Chief Operations and Finance Officer, with arrangements for staff appointments
- Liaising with Chief Operations and Finance Officer with regard to the preparation of contracts
- Ensure DBS documents are completed, checked and monitored in accordance with safeguarding procedures
- Ensure Single Central Register is kept up to date and compliant
- Ensure Recruitment process are statutory compliant
- Arrange supply cover for absent staff, monitoring absence and leave of absence requests along with management of return to work

Health and Safety:

- Ensure the health and safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Manage the area of health and safety, including records, risk assessments e.g. security breaches, accident records, asbestos awareness, fire safety
- Act as Fire Warden when on site.
- Work with site staff to ensure premises are clean and in good condition.
- Line manage Premises Assistants
- Liaise with SLA managers to ensure the school are receiving good service and value for money
- Manage and promote lettings and the use of premises and associated income
- Ensure systems are in place to enable the identification of hazards and risk assessments and the reporting of any incidents to the Chief Operations and Finance Officer, Local Governing Body or Health and Safety Executive.
- Ensure the maximum level of security consistent with the ethos of the schools.
- Ensure safeguarding procedures and monitoring of those on site meets safeguarding requirements

Other Duties

- Carry out any other duties commensurate with the role that the Headteacher may direct from time to time.
- Participate in the Performance Management system for the appraisal of own performance.

Additional responsibilities – the post holder must:

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;
- Demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment;
- Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust;
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information;

- Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct - Staff Behaviour Policy, Child Protection Policy and all other Trust Policies;
- Comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Person specification Office Manager

Category	Essential	Desirable	Method of Assessment
Application	<ul style="list-style-type: none"> Well-presented and complete application form 		Application form
Qualifications	<ul style="list-style-type: none"> GCSE C or above in Maths and English (or equivalent) GDPR Training by an external provider 	<ul style="list-style-type: none"> NVQ level 4 in Business or Finance (or equivalent) or commitment to working towards. Further qualifications in IT Current valid driving licence and appropriate car insurance for business use Willing to attend relevant training including recruitment, safety and safeguarding 	Letter of application Certificates
Experience	<ul style="list-style-type: none"> Experience in managing and reporting on budgets Experience of establishing and maintaining financial systems Experience of establishing and maintaining information based systems Experience of being an effective member of a team and accountability for managing staff Evidence of using initiative to effect change Working within an admin setting in a School. 	<ul style="list-style-type: none"> Experience of data analysis. Previous experience of planning, developing and monitoring admin support systems. 	Application form Interview References
Skills and Knowledge	<ul style="list-style-type: none"> A working knowledge of a MIS system e.g. SIMS/Scholar Pack A working knowledge of Finance system e.g. FMS/PS Financials Thorough knowledge of Microsoft Office Knowledge of accounting and banking procedures Ability to manage the finances of the school, analyse information and report this information to the governing body, offering solutions Excellent ability to communicate verbally and in writing with a wide range of stakeholders both internal and external Organisational skills 	<ul style="list-style-type: none"> Experience of stock monitoring and maintaining inventories Knowledge of Health and Safety requirements in Schools including Fire Safety. Knowledge of website maintenance Knowledge of Government funding streams i.e. pupil premium, sports premium and 3-year-old funding Knowledge of School policies and procedures 	Letter of application Interview References

	<ul style="list-style-type: none"> • Problem solving, negotiating and decision-making skills. • Ability to multi-task, manage own time and that of the team effectively and work to deadlines, prioritising where necessary • Excellent Literacy and Numeracy skills • Knowledge of safeguarding. • Willingness to undertake further training 		
Personal Qualities	<ul style="list-style-type: none"> • Ability to create a friendly welcoming atmosphere for all visitors to the school • Ability to listen sensitively and deal with people in a sympathetic and tactful way • Professional, positive and flexible approach to work • Ability to use initiative in a fast-paced office environment • Ability to work to tight deadlines under pressure • To uphold confidentiality at all times • Enthusiastic and self-motivated • Ability to work alone and lead a team • Ability to work with a range of professionals • Understanding and a commitment to equal opportunities for children and adults • A caring attitude towards pupils, colleagues and parent and the ability to establish and maintain good relationships 		Work related task Interview References
Other	<ul style="list-style-type: none"> • Satisfactory References • Satisfactory enhanced DBS 		References DBS certificate