



**HARTSIDE**  
PRIMARY ACADEMY



# Office Manager

Start Date: ASAP

Helping every child to make **progress** and **succeed**

# Welcome from the Headteacher

Our school mission is to 'help every child progress and succeed'. We aim to prepare children for the next phase of their education, as well as make sure that they are ready for life in a diverse and ever-changing society.

Developing the whole child is central to our ethos and all aspects of school life are underpinned by our six character traits: respect, kindness, grit, empathy, integrity and self-control.

We champion mental health and wellbeing and encourage the children and staff to be open about their feelings. We want children to build resilience and to develop a toolkit of strategies to help them to overcome any challenges that they may face. We have developed an environment where mistakes are ok and children feel safe to 'give things a go'.

In recent years, we have developed Hartside's teaching and learning principles, so that we have a shared understanding of what quality teaching looks like. These 8 principles, based on research, shape the delivery of our curriculum and they are underpinned by our social, emotional and physical environments.

We make no apologies about having high expectations of the children both in and out of the classroom. We expect the children to complete homework on time; read a little every day and have pride in their uniform and we politely ask parents to support us with this every step of the way.

We are happy to listen and take on feedback and will always try to do what we can to support the community.

**Dawn Simpson**  
**Headteacher**

## The Role

To organise and supervise administrative systems within the school, and to contribute to the planning, development and monitoring of support services and/or management of office staff, including coordination and delegation of relevant activities.

## The Person

- Has high expectations for all pupils.
- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Capable of multitasking effectively, coordinating office logistics, and supporting the administrative team to enhance the overall efficiency.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment to the needs of the school.
- Exhibits excellent people management skills.

# Job Description

<b>JOB TITLE</b>	Office Manager
<b>CONTRACT TYPE</b>	Permanent, Term Time plus 5 Days
<b>ACCOUNTABLE TO</b>	Headteacher / SLT
<b>GRADE</b>	Grade 6 ( SCP 11-17). Actual Salary: £24,122 - £26,591
<b>REQUIRED</b>	ASAP

## RESPONSIBILITIES OF ALL POST HOLDERS

### ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

### GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.

## RESPONSIBILITIES FOR ALL SUPPORT STAFF EMPLOYEES

### Support staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

## RESPONSIBILITIES OF THIS POST HOLDER

### SPECIFIC RESPONSIBILITIES FOR THIS POST

#### Office Managers will:

- Organise and supervise administrative systems within the school, and to contribute to the planning, development and monitoring of support services and/or management of office staff, including coordination and delegation of relevant activities.
- Provide a professional, efficient & effective range of administrative, communication, data use and management activities across the school, in accordance with agreed policies and procedures, to ensure delivery of a first-class service.
- Demonstrate excellent organisation skills.

## RESPONSIBILITIES FOR THIS POST

### Office Managers will:

- Manage office based/ reception staff.
- Provide a professional image when greeting visitors and other stakeholders.
- Ensure visitor signing in procedures are followed correctly including safeguarding checks.
- Be responsible for the single central record.
- Manage staff recruitment procedures in line with Trust policies and procedures such as placing job adverts, requesting references, DBS checks and other safer recruitment checks.
- Manage and maintain confidential personnel files including issuing contracts, contract variations.
- Open, sort and distribute incoming mail and also deal with all outgoing mail, including taking deliveries to the post office as required.
- Manage and maintain all attendance data.
- Take responsibility for the management of pupil attendance including where necessary liaising with parents, sending letters, arranging and attending meetings and making referrals to the attendance improvement team.
- Co-ordinate data collection sheets as required, ensuring a smooth process is adopted of sending forms home to parents, monitoring returns and updating information in SIMS to ensure an accurate record is kept at all times.
- Be responsible for the processing and updating of free school meal/ pupil premium data.
- Be responsible for pupil admissions and pupil transfers including class/ group allocation, CTF files and hardcopy files.
- Maintain office stationary levels including those for the photocopier and associated printers.
- Assist with new intake including processing consent forms.
- Manage Educational Visits booking process, including obtaining quotes, making provisional bookings, recording pupil numbers and PP calculations. To check risk assessments before they are submitted to the Headteacher.
- In conjunction with the trust's compliance officer, ensure that the school's Every System is kept up to date and policies are updated as required within deadlines.
- Maintain stock/asset register and manage annual stock check in conjunction with the Network Manager.
- In conjunction with the school education team and senior leaders, to lead on the school's co-curricular provision including:
  - Communication with parents
  - Creating and managing bookings
  - Monitor payments
  - Creating reports and registers

### Finance and Equipment

- Undertaking routine financial administration as required; school float, school events income etc.
- Processing milk returns.
- Processing school meals returns.
- Assist in processing and recording purchase orders, travel claims, etc.
- Be familiar with the operation, use and interpretation of computer-based financial management systems.
- Recording and reporting readings from photocopying equipment.

### Resources:

- Operating relevant equipment / ICT packages, e.g. Word, Excel, databases etc.
- Monitoring and refreshing stock levels.

## SPECIAL CONDITIONS OF THIS POST

### Specific Conditions of this post are:

- To participate in training and other learning activities and performance development as required.
- Lead on GDPR in school.
- To contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- To promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- To accept an Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.
- To demonstrate excellent organisation skills.
- Attend relevant meetings as required, including termly Academy Council meetings.

**The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.**

# Person Specification

Criteria		Essential	Desirable
<b>Application</b>	Application form and a well-structured letter of application indicating interests.	*	
	Fully supported in references.	*	
<b>Qualifications and Professional Development</b>	Level 3 (or equivalent) in relevant subject or willingness to work towards.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	Degree in relevant subject.		*
<b>Experience</b>	Experience of taking initiative and self-motivation.	*	
	Leading a team(s).	*	
	Working within a school/ MAT.		*
	Experience and working knowledge of attendance management procedures		*
<b>Qualities &amp; Values</b>	Ability to assume full responsibility for the efficient day to day functioning of the role.	*	
	Excellent communication skills both written and oral, with the ability to communicate effectively with people at all levels.	*	
	High level of administrative and organisational skills.	*	
	Able to work as part of a team and contribute towards its success.	*	
	Record keeping and information retrieval.	*	
	Able to use all MS Office programs particularly SIMS, TEAMS, Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases.		*
	Able to work to tight deadlines, managing and prioritising time effectively.	*	
	Self-starter, with an ability to work independently and use own initiative to overcome obstacles.	*	
<b>Personal Attributes</b>	Have an openness to learning and change.	*	
	Have a positive attitude to personal development and training.	*	
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	*	
	Demonstrate good interpersonal skills.	*	
	Demonstrate integrity, confidentiality, impartiality, and empathy.	*	
<b>Special Requirements</b>	Be able to travel and work in designated schools across the Trust (for Networking and/ or training).	*	
	Be willing to, occasionally, attend evening meetings.	*	

**Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.**



# Application Guidance

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the Trust by **9am, Monday 2<sup>nd</sup> December 2024 addressed to** the Headteacher.

Email: [Hartside@Hartside.org.uk](mailto:Hartside@Hartside.org.uk)

## **AFTER SUBMITTING YOUR APPLICATION**

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

## **REFERENCES**

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

## **DBS**

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

## **PRE-OCCUPATIONAL HEALTH**

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

## **EQUAL OPPORTUNITIES**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.