Washington Academy

# BUILD YOUR DREAM CAREER

Join our Team!



# RECRUITMENT PACK

## Office Manager

Washington Academy, Sunderland

EXCELLENCE AND EQUITY WITH INTEGRITY

# WELCOME FROM THE CEO

Dear Candidate,

Thank you for your interest in the position of Office Manager at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity.

We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.



Mr Michael McCarthy
Chief Executive Officer of Consilium Academies.

# WELCOME FROM THE PRINCIPAL

Dear Candidate,

Thank you for expressing your interest in working at Washington Academy. Washington is proud to be part of the Consilium Academies, read on to find out more about trust. Once you have read this application pack, if you would like to visit us, please get in touch.

As our school continues to grow, we have a clear aim. That aim is to ensure our students have access to a dynamic and progressive learning environment. Our exemplary standards of behaviour and respect makes this possible.

Washington is an inclusive school and we are all committed to the following aims:

- Providing students with an exciting, engaging, and rich education;
- Recognising and celebrating the unique nature of every child in our community;
- Celebrating the successes of our Academy and our community to the full

We are seeking to appoint a candidate who shares our commitment to inclusivity and can ensure that all of our students can excel. We want someone who will ensure our students leave Washington Academy with an education that allows them to progress onto the next stage of their journey when they leave us and that they also have the skills needed for daily life.

We are looking for candidates who share our commitment to inclusive education and who would contribute to the genuine warmth of our school. We can offer robust career development opportunities. This includes unrivalled CPD delivered by lead educationalists live from our trust's centre for professional development.

The right candidate with be qualified, creative and vibrant. They will be fully committed to our aims. Moreover, they will be personable and therefore will contribute positively to the welcoming environment we are so proud that Washington has.

I cannot think of a better time to join our team.

I look forward to receiving your application.



Vicky Carter
Principal

# ABOUT THE SCHOOL

Washington Academy offers excellent learning experiences to all its students through a very diverse curriculum which caters for the needs of all. The academy opened new state of the art buildings in 2009 and endeavours to ensure all our young people enjoy their lessons in an inspiring learning environment.

Students, parents, staff and governors are proud of recent achievements here and, as well as helping students achieve the results they need to follow chosen career paths, has a huge and varied programme of activities and extra-curricular opportunities on offer.

Washington Academy is fully committed to each individual in our academy, recognising their uniqueness and individual potential. We have high expectations of all students in terms of behaviour and commitment to learning and of our parents in working with us as partners to support individual progress.

Our very strong links with partner primary schools ensures smooth transition from primary to secondary school, allowing a strategic approach to raising aspirations and generating further success.

Washington Academy is a place where all members of its community feel welcome, safe and experience a sense of belonging. We believe that only where this exists can learning and personal development progress successfully. Washington Academy is seeking to develop the whole person.

# ABOUT THE TRUST

Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equality with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

Our Key Areas of Focus:

- Expert Knowledge: We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- Ambitious Curriculum: Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equality, Diversity, and Inclusion throughout.
- Effective Pedagogy: Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- Purposeful Practice: We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- Rigorous Assessment & Intervention: We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- Rich Culture: Guided by Excellence, Equality, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development.

Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

# BENEFITS

As a Trust, we want our staff to feel supported and valued. Whether you are a teacher or member of the support team, we want your work to have a positive impact on your health and wellbeing.

- A CONTRIBUTORY PENSION SCHEME, MEANING WE'LL SAVE TOGETHER
- 34 DAYS ANNUAL LEAVE + BANK HOLIDAYS FOR SUPPORT STAFF (PRO-RATED FOR PART-TIME) & 36 HOUR WORKING WEEK FOR FULL-TIME SUPPORT STAFF
- EMPLOYEE ASSISTANCE PROGRAM WITH ACCESS TO COUNSELLING AND CBT 24 HOURS A DAY, 7 DAYS A WEEK
- A CPD OFFER FOR EVERY MEMBER OF STAFF; TO HELP YOU PERFORM AS WELL AS YOU CAN IN YOUR ROLE, TO HELP YOU REACH YOUR CAREER ASPIRATION
- FREE MEMBERSHIP TO VIVUP. WITH HUNDREDS OF EXCLUSIVE OFFERS AND DISCOUNTS AVAILABLE ONLINE AND IN STORE.
- ACCESS TO THE LEADING HOME ELECTRONICS LEASE SCHEME, EXCLUSIVE TO PUBLIC SECTOR EMPLOYEES
- ENHANCED CONTRACTUAL SICK PAY IN LINE WITH THE BURGUNDY BOOK AND GREEN BOOK, PROTECTING YOU AND YOUR FAMILY
- AUTOMATIC PAY PROGRESSION FOR ALL STAFF IN LINE WITH THEIR CURRENT GRADING STRUCTURE

# JOB DESCRIPTION

| | |
|---|---|
| **JOB TITLE:** | Office Manager |
| **CONTRACT:** | Permanent |
| **WORKING PATTERN:** | 36 hours per week, term time plus 10 days |
| **GRADE:** | Grade 6 (NJC scale points 13 – 17) |
| **ACTUAL SALARY:** | £27,655.80 - £29,519.29 |

**MAIN PURPOSE OF THE ROLE**

- To lead and coordinate the administrative function of the school, ensuring efficient, effective and compliant systems that support the day-to-day operation of the Academy.
- Work closely with Operations Manager to ensure the smooth running of all support and administrative services across school.
- To work closely with the Business Support Officer to ensure the smooth running of office operations.
- Ensure administration systems are relevant, up to date, and stored in line with GDPR
- To support parents, pupils and visitors, ensuring a professional and responsive front-facing service.
- Ensure an excellent culture of customer service and assist with arrangements for visits from external stakeholders, Trust colleagues and partners.

**CORE RESPONSIBILITIES & TASKS**

Administration Management

- Lead and manage the school's Administration Team, including staff recruitment, induction and training.
- Manage administration functions to ensure efficiency and effectiveness in order to meet the needs of the whole school, including dealing with enquiries from parents and members of the public.
- Design and implementation of effective, safe administrative systems and procedures for the administration including the visitor management for SCR.
- Manage cash banking and supporting administration
- Manage and administer schools systems Arbor, Parent Pay, CRB Impact.
- Responsibility for the production, implementation, evaluation and annual review of Administration related policies and risk assessments, ensuring compliance with Data Protection.
- Ensure archive records are maintained in accordance with current legislation.
- To support social media, marketing and other promotional aspects required by the school
- To ensure that Cover Supervisor is supported in organising cover for absent colleagues as and when required within the remit of the role
- To ensure HR related matters are recorded in Arbor and provision of recruitment support.
- To provide administrative and general support for whole school activities and provide excellent customer service to all.
- Update the school website
- Policy display management
- Manage complex administrative whole school procedures
- Manage, support and maintain administration functions and procedures linked to SEN, safeguarding and Governance.
- Ensure records are kept up to date for statutory returns such as the workforce Census.
- Recording and processing of complaints as directed by the school's Complaints Policy.
- To provide leadership and guidance for support staff, including direct line management responsibility where appropriate
- Attend staff briefing and the production and distribution of the minutes, when required.
- Recruitment administration and maintenance of personal related records
- To arrange refreshments for training, meetings and major events.
- Management of First Aiders, rotas and medications on site
- To create and maintain processes to support External Visits
- Assist in maintaining the schools Arbor system for staff and student records

- To work collaboratively with teaching staff on pupil records, school transfers, new admissions and waiting lists.
- Attend and take minutes of meetings as and when required
- Assist with preparations for school events and be in attendance when required.
- Support of the ID Manager software to record pupil / staff biometric information for the print manager software and cashless catering system.
- Assist parent /carers with online appointment booking for Parents Evenings.
- Support in the administration of Parent Pay, dealing with queries from parents.
- To assist with fixed term/permanent exclusion letters and documents when required. Updating pupil records with exclusion information.
- Other reasonable duties as may be required by the Headteacher.
- To support and take instruction from the Operations Manager.

## CORPORATE RESPONSIBILITIES

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

## ADDITIONAL NOTES

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

# PERSON SPECIFICATION

| Qualifications and CPD | Essential | Desirable |
|---|---|---|
| Numeracy and literacy skills to GCSE or equivalent | X | |
| First Aid qualification or willing to train | X | |
| **Experience, Knowledge and Skills** | **Essential** | **Desirable** |
| Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy | X | |
| Good time management, with the ability to remain calm under pressure and work to deadlines | X | |
| Able to maintain a high work rate and to juggle a range of tasks and competing priorities | X | |
| Good typing/word-processing skills | X | |
| Confident user of common ICT applications e.g. spreadsheets, email, internet, database input | X | |
| Sufficient literacy and numeracy to write clear messages and to keep statistical records | X | |
| Clear spoken English | X | |
| Excellent telephone manner | X | |
| Previous secretarial/administrative experience supporting a team | X | |
| Experience of using data in systems in support of managing information | x | |
| Previous experience of working in a complex, busy, service-driven environment | | X |
| Experience of working in a school environment | | X |
| Experience of dealing with the public face to face and on the telephone | | X |
| Experience of operating a switchboard | | X |
| **Personal Attributes** | **Essential** | **Desirable** |
| Able to work within established procedures but without close supervision | X | |
| Ability to work flexibly as part of a team | X | |
| Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations | X | |
| Understanding of the importance of confidentiality | X | |
| Systematic in approach to tasks, with attention to detail | X | |
| An enjoyment of working with and being in the company of young people | X | |
| Consilium Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | X | |
| **English Fluency** | **Essential** | **Desirable** |
| Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad | X | |
| Passing an English or Welsh spoken language competency test or possessing a relevant spoken English or Welsh qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad. | X | |