



ALLIANCE • AMBITION • ACHIEVEMENT

Office Manager

New Silksworth Academy

Application Pack



Dear Applicant,

Thank you for taking the time to look through the following information about our school. We are New Silksworth Academy where we celebrate being proud of who we are and what we can become. We very much look forward to hearing from you as you progress your interest in the post to an application.

If you have any questions you wish to ask in advance of making an application, please do not hesitate to contact us on 0191 5000015.

Kind regards.

Mrs Emma Robins
Headteacher



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1. EXTOL MULTI ACADEMY TRUST VISION

Extol Multi Academy Trust based in the North East of England was formed in July 2013. The Trust's conception was driven by a passion and a moral belief that all pupils deserve to attend a "stand out school", where they flourish personally, academically and socially.

Extol Academy Trust was formed on a strong principle of integrity and ethics; these are non-negotiable and shape the way Extol works with individual school communities, as well as how we expect our schools to work together in partnership. We are ambitious in our aim of ensuring all children attend "stand out schools".

We are determined to address educational inequality across the North East of England.

OUR CORE VALUES

The strap line of **Inspiration, Excellence** and **Partnership** underpins our ethos and values.

Inspiration Extol is a MAT that inspires all of its schools to outstanding school status; to be that "stand out school". We are a reflective trust who constantly seek inspiration from local, national and international initiatives/research and passionately believe that by investing in our workforce we develop an inspiring, professional team.

Excellence Excellent leadership, pedagogy and the sharing of best-practice across the Trust ensures that pupils have an outstanding and enriching educational experience.

Partnership Each school within the Trust is celebrated and recognised for its strengths, we believe that a true partnership allows us to learn with and from each other. We believe that by working in partnership we facilitate sustainable and far reaching school improvement.

Mme. Julie Deville; Executive Headteacher/CEO

2. SCHOOL CONTEXT

New Silksworth Academy is an exciting partnership between New Silksworth Infant Academy and New Silksworth Junior Academy, working within the Extol Academy Trust.

At New Silksworth Academy, staff are committed to helping each pupil achieve his or her full potential personally, academically and socially, and to equip them with the skills, qualifications and love of learning that they will need to be successful in their next stage of schooling and the world they will join as adults.

At New Silksworth Academy we ensure that every child is happy, safe and is able to learn successfully in a supportive, vibrant environment. We are a learning organisation, not only for our pupils, but also for every member of staff. It is only appropriate within a school setting that staff should model the importance we place upon learning and so our staff attend regular professional development sessions and are committed to the continued development of their skills and knowledge. Excellent teaching is at the heart of our approach and we work in partnership within the Extol Academy Trust where each school can celebrate and work in partnership, learning with and from each other.



3. ADVERTISEMENT

OFFICE MANAGER

Grade: Band 8

Salary: £22,183 (pro rata) Actual: £19,016.55

Hours: 37 hrs per week. Term Time only 190 days + 5 additional days. Permanent.

New Silksworth Academy are seeking to appoint an enthusiastic and organised Office Manager to lead our busy school office. The successful applicant will become part of a forward thinking stand out school which became part of the Extol Academy Trust on 1st September 2016.

The successful candidate should have:

- Have previous experience in a similar role.
- The ability to deal discreetly with confidential information and awareness of GDPR.
- Have excellent ICT skills including the adept use of Microsoft Applications and SIMS.
- Have a good knowledge and understanding of working in an educational setting.
- Have the ability to ensure the smooth running of a fast-paced school office.
- Have excellent interpersonal skills with the ability to liaise with parents, staff and multi-agencies.

In return, we can offer:

- Enthusiastic, well-mannered children.
- A welcoming and professional team.
- Strong support for further professional development.

New Silksworth Academy as part of Extol Academy Trust is committed to safeguarding and promoting the welfare of children and young people and will ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

- This post is subject to safer recruitment measures and is exempt from the Rehabilitation of Offenders Act 1974 (as amended) and requires an Enhanced check to be made through the Disclosure and Barring Service (DBS).
- 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.
- Applicants must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Requesting an Application Form

Application form and further details are available via the New Silksworth Academy website
www.newsilksworthacademy.co.uk/contact-us/job-vacancies

Please email completed application forms FAO the Headteacher, Emma Robins to:
valerie.flynn@newsilksworthacademy.co.uk or post to New Silksworth Academy, Blind Lane, New Silksworth, Sunderland, SR3 1AS. Correct postage costs are the responsibility of the applicant.

Closing date for applications:	Friday 15th October 2021 (10.00am)
Shortlisting:	Friday 15th October 2021 (pm)
Interviews will be held:	Tuesday 19th October 2021

4. JOB DESCRIPTION FOR THE ROLE OF OFFICE MANAGER

Profile Title and Grade	
Office Manager Band 8	JOB ID; OM8
Purpose of the role	
<p>As a senior administration officer provide administrative support and assist in working towards the objectives of the School and Trust. To respond to enquiries, create and maintain databases, undertake operational financial transactions, ensure compliance with procedures and policies of the School and Trust. Assist with the planning and development of administration services.</p> <p>This will include undertaking specialist duties that are referred to below and allocating work to a team of administrative staff.</p>	
Responsibilities	
<p>As Office Manager, the Post Holder will liaise with the SBM to ensure the efficient and effective facilitation of the business functions of the school.</p> <ul style="list-style-type: none"> • Allocate work to an administration team with regard to the day-to-day organisation and provision of administration support in the school • Maintain records, organise and take minutes, if required, at formal meetings • Ensure that office equipment, stationery and other School office consumables (including basic maintenance) are ordered in accordance with the Trust's purchasing procedures, including liaising with external suppliers and providers. • Develop and maintain a detailed knowledge of all the School administration policies and procedures and be able to advise junior colleagues with regard to the same • Undertake accurate data-inputting, word processing and complex IT based tasks, and the manipulation and presentation of the data/information • Assist SBM on the planning, development, design, organisation and monitoring of support systems for the administration team • Develop and maintain a detailed knowledge of pertinent legislation with respect to the administration function and be able to apply that knowledge to non-routine situations • Providing technical advice in relation to the School Office functions and procedures • Monitor and support clerical and administrative staff. • Responding to and answering more complicated non-routine queries from parents/carers/the public and school staff through being able to offer tailored guidance drawing on an understanding of School procedures and protocols, internal policies and external regulations/legislation relating to the queries received. • Provide analysis and evaluation of data/information and produce reports/information • Provide cover for the team as and when required including deputising for senior colleagues on occasion and when required. • Undertaking financial processes, in accordance with the Trust's financial regulations • Regularly demonstrate to junior colleagues the efficient use of specific ICT software packages e.g. word processing packages, databases, spreadsheets, specialist and bespoke software • Develop small scale administration systems using Microsoft Office packages for other colleagues/the wider School to use • To be responsible for the accurate completion and submission of complex monitoring forms, returns etc including those to external bodies 	

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits
- Assist with promotion and marketing activities
- To assist in ensuring appropriate risk management arrangements for the service are in place
- Provide support to assist more senior colleagues with developing School procedure and practice to improve service delivery, which ensure compliance with legislation and/or national standards.
- Where required to undertake case work in relation to the School.

To provide support in specialist duties that could be associated with this post. The following list highlights some of the specialist duties that could be associated with a post operating at this level. Note, it may only be necessary for employees assigned to this level to undertake some of these duties.

- Assist the Headteacher and Leadership Team, in the management and development of systems and technical management procedures
- Where required be the “System Administrator” for any specialist and bespoke software.
- On occasion, deliver training with regard to the administration function to staff across the School


Indicative Knowledge, Skills, Experience

- Knowledge and experience of relevant administrative systems and specialist ICT packages.
- Working at or towards national occupational standards (NOS) in business and administration and knowledge / skills equivalent to current national qualifications Level 4.
- Knowledge of local service policies and procedures

School Ethos

- 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 where appropriate to the role.
- 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.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.

5. PERSON SPECIFICATION FOR THE POST OF OFFICE MANAGER

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> ✓ GCSE or equivalent in Maths and English (or equivalent). (A) ✓ NVQ 3 or equivalent (A) 	<ul style="list-style-type: none"> ✓  NVQ Level 4 or equivalent (A)
Experience	<ul style="list-style-type: none"> ✓ Previous administration experience. (A, I, R) ✓ Previous customer service experience (A, I, R) ✓ Experience of undertaking financial processes (A, I, R) ✓ Experience of allocating work to other members of a team (A, I, R). ✓ Experience of completing, and submitting census data or monitoring information to external sources (A, I, R) 	<ul style="list-style-type: none"> ✓ Experience of working in a school (A, I, R) ✓ Experience of using SIMS (A, I, R) ✓ Experience of safeguarding within a school setting. (A, I, R) ✓ Experience of data protection, GDPR in a school environment (A, I, R) ✓ Experience of handling contracts with suppliers (A, I, R)
Knowledge / Skills	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> ✓ Demonstrate an understanding of their statutory requirements concerning safeguarding, equal opportunities, health and safety and data protection. ✓ Ability to produce and undertake analysis of data in various forms and to provide reports to the Leadership Team (A, I, R) ✓ Demonstrate knowledge of implementing a range of successful administrative procedures (A, I, R) ✓ Ability to plan and develop systems (A, I, R). ✓ Ability to deal with confidential information sensitively (A, I, R) ✓ Demonstrate highly developed organisation skills (A, I, R) ✓ Have the ability to work as part of a team (A, I, R) ✓ Ability to use own initiative (A, I, R) ✓ Demonstrate the ability to communicate effectively both verbally and in writing with a wide variety of people, including children (A, I, R) ✓ Communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions. (A, I, R) 	<ul style="list-style-type: none"> ✓ Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community. ✓ Demonstrate excellent IT skills, including use of MS Office and experience of working on different ICT Packages (A, I, R) ✓ Use Excel effectively and independently. ✓ Use calendar management systems (A, I, R)

Personal Qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> ✓ Excellent verbal and written communication skills. ✓ Excellent time management and organisation skills. ✓ High expectations of self and professional standards. ✓ The ability to work as both part of a team and independently. ✓ The ability to maintain successful working relationships with colleagues. ✓ High levels of drive, energy and integrity. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> ✓ Dedicated to promoting their professional development and achieving desired qualifications. ✓ Able to plan and take control of situations. ✓ Capable of handling a demanding workload and successfully prioritising work. ✓ A good team player, with the ability to also work on their own initiative. <p>(A, I, R)</p>	<ul style="list-style-type: none"> ✓ Capacity for, and interests in, enhancing further personal development. <p>(A, I)</p>
Additional	<ul style="list-style-type: none"> ✓ Recommendation from both referees (R) ✓ Clear Enhanced DBS Check (A, R) 	

A – Application Form

I – Interview

R - Reference