

Office Manager



Pay Scale: Band 8 (SCP 19 to 23) £27,413-£29,529 (Actual Salary)

Contract: Full time - Permanent (37 hours per week-Term time only plus 10 days)

Required As soon as possible

Permanent

Northwood Primary School

Pendleton Road South

Darlington

DL1 2HF

<https://www.northwoodprimary.org.uk>

Telephone: 01325 267222

We are seeking to appoint a suitability qualified, enthusiastic and highly motivated Office Manager to join our successful school where everyone is valued within our ethos of mutual respect.

Northwood Primary School is looking for a passionate and committed person to join the team as our Office Manager. We are looking to appoint someone who wants to make a difference and enable the school as a whole to run effectively, efficiently and successfully with the welfare and wellbeing of all pupils and staff in mind.

The position is a varied role and the successful candidate must have experience of project management, social media skills, communication skills and empathy for others around them. We have a very large pupil base and the successful candidate will need to be able to develop relationships both inside the school as well as with our wider stakeholders within the community.

The Office Manager will work very closely with the Senior Leadership Team in conjunction with running the busy school office, overseeing the kitchen and the school facilities as a whole. The ideal candidate will be someone who can think on their feet, be flexible, be resilient, able to multi-task, approach difficult situations positively and be able to see the bigger picture throughout the whole school.

The main requirements of the post are outlined below:

- Provide support to the Head Teacher and Senior Leadership Team
- Continue to build the school's image and relationships within the wider community
- Manage the school office, dealing with all enquiries and administration requirements
- Oversee and support the administration, facilities and catering staff
- Ensure the successful running of the school building on a day to day basis

Lingfield Education Trust and Northwood Primary School are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

Closing Date: Friday 2nd February at 12 noon

Shortlisting: Week beginning 5th February

Interviews: Tuesday 13th February 2024

Application packs are available from the school office. Please contact us on 01325 267222 or email Charlotte Nelson on cnelson@northwoodprimary.org.uk. Visits to the school are welcome, please contact the school office to arrange a visit. Completed application forms to be emailed to Charlotte Nelson or handed in to the school office.

JOB DESCRIPTION



POST:	Office Manager
GRADE:	Band 8 Scale Point 19 - 23
RESPONSIBLE TO:	Executive Head Teacher
STAFF MANAGED:	Administration, Facilities and Catering Team
JOB PURPOSE:	To provide effective administration and support services to school including the management of administration and business information systems, support the day to day oversight of building and premises, and the supervision and co-ordination of other staff. To support Senior Staff and the Local Governing Body/Board of Trustees including contributing to the financial planning and development of school.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Main Responsibilities	<p>Post holders working to this job description may undertake any of the following main duties and responsibilities.</p> <ul style="list-style-type: none"> • To design and manage appropriate administrative systems and to support the work of the Senior Staff as required. • To analyse and evaluate data / information on behalf of Senior Staff. • To complete and submit information obtained from school management information systems as required by Lingfield Trust, Local Authority and DfE. • To assist Senior Staff to plan, develop and design administration monitoring systems, policies and procedures to ensure their efficiency and accuracy. • To receive enquiries made to school and determine the appropriate priority of response including answering queries by telephone and face to face, and ensure that they are dealt with effectively and efficiently. • To oversee the preparation of letters on behalf of Senior Staff in response to queries and requests for information. • To undertake, with complete discretion and in confidence, tasks as directed, which may be of a sensitive and confidential nature as required by Senior Staff. • In the absence of Headteacher, liaise with appropriate Senior Staff with respect of urgent business. • To maintain an appropriate electronic schedule with the Headteacher as required including arranging venues, meetings and cancelling appointments as required, to ensure time is effectively managed. • To provide administrative support duties to Senior Staff and Local Governing
------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>Body as required (including organising school visits and events).</p> <ul style="list-style-type: none">• To provide advice and guidance to the Local Governing Body and Senior Staff in relation to renewal and updating of school policies and procedures. Liaise with Trust staff in relation to Trust policies and procedures.• To undertake research and obtain information on behalf of Senior Staff to assist with decision-making processes.• To assist Senior Staff with the promotion of the school, and take a leading role where necessary and appropriate.• To co-ordinate and administer the letting of school facilities.• To manage capital projects in liaison with Trust staff including the associated income and expenditure.• To take a lead in securing sponsorship and grant funding.• To co-ordinate the management of school licences and insurance as required.• To assist with the management of service contracts on behalf of Senior Staff.• To assist Senior Staff to manage, monitor and plan expenditure from agreed budgets.• To authorise orders and invoices prior to processing in line with audit requirements on behalf of Senior Staff.• To check the weekly payment run to ensure the invoices have been processed correctly and checking the bank balance to ensure there are sufficient funds available to meet payment.• To check the evidence for the bank reconciliation on a monthly basis prior to processing.• To check the monthly payroll checking report for accuracy and confirm with the payroll provider.• To facilitate external auditors visiting the school to carry out financial internal audits as required.• To be responsible for the transactional HR within the school, keep the SCR updated and provide data to the Head Teacher/LGB/Trust• To support the Parent Support Advisor regarding pupil attendance.• To assist with pupil first aid / welfare, including looking after unwell pupils and liaising with parents, carers and staff.• To safeguard and promote the welfare of children for whom you have
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>responsibility or come into contact with, to include adhering to all specified procedures.</p> <ul style="list-style-type: none"> • To supervise and line manage the administration, facilities and catering teams within school including the management of their training, development and performance in line with school's Performance Development Review Procedures. • To provide operational line management of the catering and cleaning teams in line with the agreed SLA. • Monitor business work rotas to ensure an efficient service is available and when necessary, support Senior Staff with the replacement of permanent employees or hire temporary staff to cover periods of absence or unavailability. • Support senior staff in the management of the school's website to ensure compliance. • Take a lead on the school's communication strategy, including regular updating of social media accounts. • Liaise with IT providers to ensure all outstanding tasks are completed in line with the SLA • To work in conjunction with the Headteacher and Caretaker in the co-ordination of health and safety audits and checks, and building and premises management. • To take a key holder responsibility for Northwood Primary School, supporting the opening and closing of school where necessary. • To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme. • Any other duties of a similar nature related to the post which may be required from time to time.
Lingfield Education Trust	<ul style="list-style-type: none"> • To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. <p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i></p> <p>PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.</p> <p>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p> <p>The post will be based in Northwood Primary School however, the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for</p>

	career progression.
Date of Issue:	January 2024

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

PERSON SPECIFICATION – Office Manager

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Qualifications <ul style="list-style-type: none"> NVQ level 3 / 4 in Administration, Business or equivalent experience (AF,C) 	
Experience and Knowledge <ul style="list-style-type: none"> At least 3 years' previous experience (AF,R,I) Experience of establishing and maintaining a range of management information systems, including ensuring accuracy of complex databases and spreadsheets (AF,R,I) Experience of giving advice and guidance on policies / procedures to Senior Staff (AF,R,I) Experience of managing budgets, invoice and ordering procedures (AF,R,I) Knowledge of GDPR and Data Protection requirements and understanding of confidentiality (AF,R,I) Previous supervisory responsibility (AF,R,I) Experience of taking the lead on a communication strategy (AF,R,I) 	<ul style="list-style-type: none"> Awareness of child protection issues (AF,R,I) Knowledge and / or experience of First Aid (AF,R,I) Experience of Scholar Pack, Agresso, Edupay, BPS and any other information systems implemented in school or by the Trust (AF,R,I) Evidence of successful Project Management in either a professional or personal context (AF,I)
Skills	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Ability to relate well to children and adults (AF,R,I) • Ability to be able to present information in a logical and systematic manner and to interpret information and situations with skill and understanding (AF,R,I) • Ability to train and motivate a team (AF,R,I) • Ability to develop and maintain a successful team and prioritise own work with minimum supervision (AF,R,I) • Ability to communicate both orally and in writing to a wide range of audiences (AF,R,I) • Ability to work under pressure to tight deadlines on a number of different projects (AF,R,I) • Highly adaptable ICT skills (AF,R,I) • Proven ability to undertake effective research (AF,R,I) 	
Personal Attributes <ul style="list-style-type: none"> • Participate in development and training opportunities in respect of oneself and others (AF,R,I) • Participate in development and training opportunities in respect of oneself and others (AF,R,I) 	
Special Requirements <ul style="list-style-type: none"> • Motivation to work with children, families, school staff and all school stakeholders (AF,I,R,D) 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and adults (AF,I,R,D) • Emotional resilience in working with challenging behaviour and attitudes (AF,I,R,D) 	

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure