



SHIRELAND
TECHNOLOGY PRIMARY



Applicant Information

Deputy Office Manager
Shireland Technology Primary

The MAT

The Shireland Collegiate Academy Trust objectives:

- A MAT where outcomes for young people in terms of progress are above the national average.
- A MAT where our academies are either Good or Outstanding within 3 years of joining.
- A financially healthy and stable MAT.
- A MAT that prides itself on its use of technology for teaching and non-teaching aspects.
- A MAT with a structure for rapid growth when needed.
- A MAT that builds partnership working to achieve outstanding educational outcomes and experiences.

Founded in April 2007 with two academies, currently there are five in the family with others set to join in the near future.

Shireland Technology Primary is a growing school which first opened in September 2019. It is a two-form entry Primary with pupils currently up to Year 3 with a new intake every year. It will be a full school with 446 pupils in 2025.

Our 5 Year Strategy

To build a better future for all within our Academies who in turn will positively impact their communities.

- To grow to a Trust of 12 Academies.
- To expand within the Primary sector using technology as a key tool for progress with the Free School programme as our main delivery vehicle.
- To establish an operating model that creates a proactive and process driven delivery support model.
- To ensure each academy has a wraparound structure for pastoral support including behaviour.
- To create a curriculum delivery model within each of our academies that is responsive to change and can be adapted to meet individual student's needs.
- To create a model of inter-academy support and skill sharing to support student and staff progression.

Applications

Thank you for your interest in the post. Please note the closing date for applications is **Sunday 10th July 2022**. To apply and for further information please visit the following link <https://careers.shirelandcat.net/Department/Non-teaching>

JOB DESCRIPTION

POST: Deputy Office Manager

BAND: D SCP 9 -17

**SALARY: £21,269- £24,920 per annum pro rata
(£20,041 - £23,482 per annum)**

HOURS: 37 hours per week – Permanent, Term Time Only plus 4 weeks

REPORTS TO: Principal / Office Manager

Post Summary

To support the Office Manager in their role

To oversee key attendance processes

To work as part of a team providing high quality administration and secretarial support

Duties and responsibilities:-

- Working as part of a team provide an efficient and effective administration service for the Academy.
- Support for contingency.
- Provide administrative support for statutory testing.
- Oversee attendance (inc Leave Of Absences) and punctuality processes and produce accurate management reports to support the drive to improve attendance and punctuality across the school
- Keep the Principal informed of any attendance problems, long-term and persistent absences or lateness and work with pastoral team and SLT to tackle issues
- Support with the management of data via SIMS to include timetable, staff absence data, Workforce Census and attendance.
- Co-ordinate mid-year admissions to ensure a smooth transition into the school.
- Support the Office Manager in key financial processes.
- Place orders as and when required.
- The production of high-quality accurate minutes of meetings
- Compilation of documents for meetings.
- Production of letters and reports.
- Arrangement of meetings including arrangements for hospitality.
- Provision of secretarial/administrative support the Senior Leadership Team.
- Dealing with enquiries from students and families.
- Ensure the prompt circulation of information throughout the Academy.
- Support the preparation and distribution of academic reports.

- To ensure visitors are welcomed and managed according to safeguarding and other Academy policies and procedures.
- Reception cover.
- Support for organising and facilitating school events e.g. Open Evening, Parents' Evenings and other academy events
- Use and development of technology and key pieces of software as required to collate daily, weekly and half termly reports and statistical information.
- Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children's Barred List check for post carrying out a regulated activity.

Special Conditions of Employment

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

Equality and Diversity

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

Amendments

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.

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Person Specification – Deputy Office Manager

Category	Essential	Desirable	Method of Assessment
Physical	<ul style="list-style-type: none"> Smart business like appearance. High standard of personal cleanliness and hygiene. 		Application Form
Qualifications	<ul style="list-style-type: none"> A good general education. GCSE maths and English or equivalent. 		Application Form and Interview
Experience	<ul style="list-style-type: none"> Experience of working in a school 		Application Form and Interview
Training	<ul style="list-style-type: none"> Willing to participate fully in all relevant training, including training to support the postholder in their safeguarding responsibilities. 	<ul style="list-style-type: none"> MIS 	Application Form and Interview.
Special Knowledge	<ul style="list-style-type: none"> SIMS Knowledge of Sandwell's attendance criteria 		Application Form and Interview
Circumstances	<ul style="list-style-type: none"> Able to work School open and parents' evenings. Able to be flexible to meet the development requirements of the main office 		Application Form and Interview
Disposition	<ul style="list-style-type: none"> Reliable, organised. Flexible and open to change. Able to remain calm under pressure. Able to work as part of a team. 		Interview
Practical and Intellectual Skills	<ul style="list-style-type: none"> Able to produce and present reports to a high standard Good communication skills. Commitment to safeguarding children and young people 		Application Form and Interview
Legal Requirements	<ul style="list-style-type: none"> Enhanced Disclosure and Barring Service Check confirming the appointee is not on the children's barred list 		

	<ul style="list-style-type: none">• This post is covered by Part 7 of the Immigration Act (2016) and therefore ability to speak fluent English is an essential requirement for the role.		
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