



Ashlawn School
Executive Office Manager
(Maternity Cover)



ASHLAWN
SCHOOL

Job Description and Person Specification

Welcome from the Principal

As the recently appointed Principal of Ashlawn School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell
Principal

About the Role

Thank you for your interest in the position of Executive Office Manager at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Ashlawn School is recruiting an Executive Office Manager to join our highly competent Administration Team at Ashlawn School. You will provide high quality administrative support and have oversight of some areas of the Administration team to ensure efficient operation of all the administrative needs of the school.

Based at Ashlawn School, this is a maternity cover role that has been created to develop and lead on the strategic direction of the Administration Function. You will work as a leader as part of the wider team, provide leadership, support and guidance to the Administration Team.

The Executive Office Manager will report to the Assistant Principal and will be responsible for the day-to-day leadership and management of part of our Administration Team within the context of the overarching strategic aims of the school. This is a hands-on role working with all stakeholders to ensure the Administration Team is delivering the highest quality of services that meets the needs of the school.

You will be expected to take on and further shape leadership functions in the Administration Team as well as provide operational line management for the Admin Team. You will be responsible for ensuring all systems and processes are up to date, fit-for-purpose and that reporting is timely and in line with the schools' processes.

Working with all stakeholders, you will be educationally and strategically focused, providing clear and aspirational direction for the Administration Function. You will be tasked with keeping ahead of all legislative changes that apply to the sector, as well as seeking and harvesting best practice, in order to advise the school of strategic information to enable them to make informed decisions.

First and foremost, you are an experienced and influential Office Manager with exceptional leadership ability. You will have that ability to build highly effective relationships. The Administration Function is at the heart of the school and you will therefore demonstrate your ability to be discreet and confidential whilst providing a high level of customer service. You will be a strong role model who rolls up their sleeves and gets stuck in with day-to-day operation. You actively seek out ways of improving your own performance and that of others in order to ensure the organisation is highly

efficient, effective and sustainable. At your core is a strong moral purpose to provide the best deal for all stakeholders, but especially for the children and young people whom we serve.

Whether you are in an existing lead or supervisory Administration role or aspiring to take the next step in your career path, we want to hear from you.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

Why work for Ashlawn?

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Ashlawn School
Job Title:	Executive Office Manager
Salary:	NJC25 – NJC28 £35,235.00 to £37,938.00 FTE £32,354.33 to £34,836.34 Actual
Contract:	37 Hours Monday to Friday Term Time + 20 Days
Responsible to:	Assistant Principal
Key relationships/Liaison with:	SLT ELT Tutors Mentors Students Parents
Job purpose:	You will play a pivotal role in ensuring the success of the Administration Department through effectively overseeing the administration team in key areas such as: <ul style="list-style-type: none"> • Admission and attendance • MIS • Behaviour • Cover Supervision • PA to the Principal & PA to the SLT

MAIN ROLE AND RESPONSIBILITIES:

Key Responsibilities and Duties:

Administrative Services: oversight of areas of the school administrative team, including setting clear, measurable objectives that reflect the need for efficient management of the office and other administrative areas, setting the standards for quality administrative support, and ensuring they are achieved.

Line Management: To line manage or have oversight of the following areas within the administrative team:

- Admin Services
- Cover and Reception

- First Aid
- Reprographics
- PA to the Principal and PA to the SLT

To carry out regular one to one meetings and annual appraisals with direct reports. To manage/support the overall performance and effectiveness of the team members.

Financial Control: Liaising with the Transforming Lives Educational Trust (TLET)'s Finance team to ensure that there are smooth processes for the purchase of office supplies, parent payments (including cash on occasion) and the school dinner and enrichment payment system.

Health and Safety: Ensuring the Building Emergency Evacuation Plan is reviewed and updated annually along with the First Aid policy, oversight of the line management of First Aid Services to the school and assisting with the arrangement for vaccinations provided by Connect For Health or similar.

Premises and Administration: Ensure that any subject access requests / data breaches / freedom of information requests are logged, processed and managed within the appropriate timescales as per the Transforming Lives Education trust (TLET)'s Data Protection Policy.

Data Protection: To ensure that the team's learning environment is safe, well maintained and attractive and in keeping with the School Health and Safety policy, reporting any concerns directly to the Senior Site Services Officer.

Safeguarding: Ensure that the office team carries out all safeguarding practices effectively. To include safeguarding briefing and correct signing in processes. To be aware that all staff are responsible for the safeguarding and promotion of the welfare of children.

Environment: To ensure that the reception environment and parent waiting area is welcoming and in keeping with the aspiration and values of the school.

Sustainability and Business Continuity: Support the school with the development and implementation of the Emergency Response Plan, ensuring the plan includes a continued office management function and clear processes in the event of an emergency.

Security: Liaise with the Trust HR and IT teams to manage office access and security. Ensure support staff ID cards are set up and disabled as part of Ashlawn School's starter/leaver process.

To be aware of the Intruder policy and enact this should there be an identified risk to school security.

Other Duties

- Liaise with the senior leadership team concerning priorities, deadlines, policies and procedures.
- Liaise with the TLET Central team where necessary.
- Line manage or have oversight of other staff in the school administration/business support functions as detailed above.
- Organise the annual individual school photos along with year 11 and 13 year group photos and staff photos. Arrange and oversee the distribution of photos once received and any additional photography as required.
- Organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision.
- Specific responsibility for ordering the general office supplies and equipment, to include central school stock such as annual registers, diaries and teacher planners.

Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond positively with tact, sensitivity and awareness to pupils and parents/carers in relation to duties undertaken.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Executive Office Manager
Responsible to: Assistant Principal

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> Maths and English A-C in GCSE or equivalent 	<ul style="list-style-type: none"> Line management or supervisory qualifications
Experience	<ul style="list-style-type: none"> Working within and leading a large Administration Team Demonstrate the ability to develop and train the team IT Literate with knowledge of google drive 	<ul style="list-style-type: none"> 2 years' experience of leading a team Working knowledge of SIMS
Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> Develop, implement and improve systems and processes. Manage and lead a team. 	<ul style="list-style-type: none"> Previous experience of working in the education sector and understanding safeguarding requirements
Personal Qualities	<ul style="list-style-type: none"> Ability to create strong professional working relationships. Team Player Self-motivated and motivator High level of customer service Discreet / confidential A perfectionist with high standards Ability to juggle tasks and prioritise the business-critical tasks. Communicate effectively. Ability to make decisions. 	

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

- **Position advertised:** 10 March 2025
- **Closing date:** 24 March 2025
- **Final shortlisting:** TBC
- **Final panel process:** TBC