



Alsop High School



APPLICATION PACK

ACADEMY:	Alsop High School
ROLE:	Office and Operations Manager
START DATE:	As soon as possible
SALARY:	Full time: £37,938 Term time only plus 4 weeks: £34,990
GRADE:	Grade 8 SCP 28



“I have worked at Alsop High School since 2000, when I started my career in education, as a PE Learning Support Assistant. It was working with such a passionate and enthusiastic staff team that inspired me to complete my PGCE and return as a member of the teaching staff in 2002. I have taken advantage of every opportunity and experience Alsop has offered, which has led me into my current role of Assistant Headteacher.

Alsop is a very special and unique school and our students and families are at the centre of all we do. We ensure everyone has the opportunity to be the very best that they can be, both personally and academically. I am immensely proud to work alongside my amazing colleagues to help shape the generations of families we serve within the school community and beyond”.

Kathy Begley

Assistant Headteacher



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MESSAGE FROM THE TRUST

Dear colleague

We are delighted that you are considering applying for a role at Alsop High School, Your interest comes at an important and exciting time in the development of the Trust. We are a small trust with a balanced blend of five primary and two secondary schools, but are poised for growth as we drive towards our 4 key strategic aims. At the heart of our strategy we aim provide the best school experience possible for every child, and to be the best employer we can be.

Omega Multi-Academy Trust was formed in 2018. We serve diverse communities across the metropolitan borough of Warrington and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their individual needs with local knowledge and understanding, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity to embrace the sharing of best practice, celebrating our many strengths , learning and growing together.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our colleagues who have welcomed our strategic vision with such enthusiasm and drive. The Trust's new Impact Strategy, as well as having a necessary focus on inclusive education and continuous school improvement as standard, includes an important focus on you, and your wellbeing, ensuring we care for the people who help and support our children and young people to stay safe and to thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.



The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. Outcomes at our primary schools are now amongst the best in the country, with strong outcomes in Early Years, Key Stages 1 and 2 in almost all of our schools. Where outcomes are not as strong, they are improving at pace.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance.

We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

If successful in your application, you will be joining a highly collaborative, supportive and committed team who will share their practice and offer unwavering support, advice and guidance to each other; an invaluable network of support for you as you embark on this fabulous challenge in your new school.

Thank you once again for your interest in this exciting opportunity at Alsop High School. We look forward to welcoming you to our team.

Yours faithfully,



Mr C Wilcocks
**CEO Omega Multi-Academy
Trust**



MESSAGE FROM EXECUTIVE PRINCIPAL

It is my pleasure to welcome you to Alsop High School.

I am delighted that you are considering joining our community. Alsop High School is the largest secondary school in the vibrant city of Liverpool, with 1500 students across Key Stage 3-5. We have been at the heart of the Walton community for over 100 years.

As the Executive Principal of this warm and wonderful school, which is part of Omega Multi-Academy Trust, I feel both proud and privileged to lead our mission of 'Achieving Excellence Together.' At Alsop High School, excellence means seeking 1% improvements every day in all that we do, for both staff and students. We are looking for talented, committed and passionate colleagues to join us on this journey to excellence.

New colleagues often highlight the support from others and the team ethos is a real strength of our school. Built upon our three core values of *Ambition*, *Respect*, and *Community* and aligned with the Omega Multi-Academy Trust mission, we strive to provide the best possible school experience for every child and to be the best employer we can be. We consider the workload and wellbeing of our staff to be our greatest resource, which means that we place a high value on managing the amount of work given to staff and ensuring that their overall wellbeing is considered.

I will always expect our staff to treat the children in our care as they would their own. One of my favourite quotes is, "children's learning is not a rehearsal; they never get a second chance." We want ambitious staff who are passionate about maintaining the highest standards every day to ensure that every moment of students learning is as effective and enriching as possible.

We aim to cultivate a warm, family-like work environment and seek to recruit and retain dynamic and inspirational staff who share our vision and commitment. As part of the Omega Multi-Academy Trust, colleagues benefit from strong collaboration, network opportunities and a broad and varied professional development programme at every level. We plan to "train staff so well that they can leave but treat them so well they don't want to."

We can offer flexible working arrangements and a wide range of CPD opportunities for staff. While we love working in education, we recognise its challenges, which is why your wellbeing is always a priority for us, from emotional support to regular workload management.



As part of a trust, we offer all staff exclusive access to our wellbeing and benefits app “Omega MAT Plus+.” This app provides a gateway to a wide range of exciting benefits, including an Employee Assistance Programme with 24/7 health and wellbeing support, access to GP video appointments and discounts and savings at many high street stores and big brands.

We believe that a diverse and inclusive workforce is essential, drawing from a range of talents, backgrounds and experiences and striving to represent the community we serve. Ultimately, it is the children and young people who will benefit the most, so this is the perfect opportunity to work in an innovative and creative school. We strongly encourage all potential applicants to visit us or get in touch for an informal conversation prior to the interview. We are happy to welcome visitors for an informal tour at any time.

I look forward to meeting you.

Yours faithfully,



Mr J Kerfoot
Executive Principal



JOB DESCRIPTION

Academy:	Alsom High School
Job Title:	Office & Operations Manager
Grade:	Grade 8, Point 28
Salary:	Full time (£37,938) Term-time + 4 weeks (£34,990)
Contract:	Permanent – full time
Accountable to:	Head of School
Closing date:	Thursday 30 th January 2025 at 3pm

This role is set for full time but can be Term time plus 4 weeks for a candidate that requires flexibility.

Core Purpose

As a member of our wider support staff in school, and aligned with our school values, the School Office and Operations Manager is responsible for overseeing the daily administration of the school office, including line managing office administrative staff and ensuring the highest levels of daily operational efficiency across the school, always maintaining confidentiality.



JOB DESCRIPTION

Organisation:

- Ensure the smooth and effective running of the school office and all administrative and daily communication systems
- Contribute towards the planning, development and organisation of school operations, routines and rotas
- Assist with organising parents' evenings and other relevant meetings and events, including the organisation of rooms and equipment
- Ensure that parent voice is collected following all external events
- Ensure that all office staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school
- Ensure the Also school calendar is put together and reviewed annually and all key events are visible to all staff
- Ensure the Also daily operations bulletin gives all staff relevant daily information
- Ensure that all daily/weekly rotas such as duties/patrol/detentions are in place and reviewed regularly
- Take responsibility for surveys/Microsoft forms to measure staff voice

Leadership:

- Line manage all administrative office staff, including reviewing staff performance and carrying out appraisals
- Train and develop office administrative staff as appropriate
- Ensure that all members of the office present, at all times, a positive image of the school to all staff, parents and visitors both internally and externally
- Develop an office team that delivers and meets the needs of the school
- Take all decisions in line with the vision and values of the school and encourage others to do the same

Administration:

- Manage relevant manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Provide personal, administrative and organisational reports of school operations for the Head of School and external bodies if required
- Oversee and organise the year 7 transition data ensuring all students are enrolled onto school systems and maintain waiting lists and allocate spaces accordingly in line with the school's admissions policy
- Carry out filing, printing and photocopying as required and manage the reprographics equipment to ensure it is well maintained
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage the free school meals voucher processes



JOB DESCRIPTION

Resource Management:

- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
- Assist with marketing and promoting the school
- Manage office expenditure with an agreed budget
- Manage service contracts within the school office environment
- Assist with the organisation of premises repairs under the direction of the [school business manager / site manager]
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available.

Compliance:

- Manage the onsite administration of the Alsom SCR and be a key liaison with Trust HR
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

Associated Duties:

- Be aware of and comply with all the School and Trust's policies and procedures especially relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person in a prompt manner
- To report all safeguarding information and concerns to the Designated Senior Leader. This should be completed promptly, factually, and in line with the school's confidentiality requirements
- To attend statutory training as and when required
- Undertake any reasonable duty deemed necessary by the Line Manager / Senior Leadership Team
- Be flexible with working hours to suit the needs of the school, for example on Open Evening

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.



“Beginning my teaching journey in Alsop High School is an experience I am truly grateful for. Having been an Alsop student myself, I have always admired the dedication, hard work, and heart of the staff body.

Throughout my training year, I was given the utmost support and felt inspired daily. That inspiration is something I endeavour to share with our students. I aspire to create an environment in which all pupils believe in themselves and encourage them to see what I see in them.

The continued professional development from Alsop and Omega Multi- Academy Trust during my ECT year have been invaluable. I have been encouraged and guided to become a reflective practitioner and undoubtedly, this has had a positive impact on my confidence and classroom presence. My experience since joining Alsop High School has enabled me to see the true heart of our school and I am enjoying the privilege of positively contributing in any way I can.”

Eve McArdle
English Teacher



PERSON SPECIFICATION

Academy: Alsop High School

Job Title: Office & Operations Manager

You should be able to demonstrate that you meet the following criteria which are all essential

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

QUALIFICATIONS

E	Minimum of 5 GCSEs, grade C or above, or Level 2 equivalent qualifications including English/Literacy and Mathematics/Numeracy.	A
D	NVQ3 in Business Administration or equivalent Qualification in a relevant discipline (or working towards)	A

EXPERIENCE

E	Experience of working in an office environment at senior level	A/I
E	Organising, leading and motivating other staff	A/I
E	Experience of administrative work and handling data	A/I
E	Developing, managing and operating clerical/admin and organisational systems	A/I
E	Strongly proficient ICT skills including Office 365 package	A/I

**KNOWLEDGE AND UNDERSTANDING**

D	The concept of confidentiality	A/I
E	Safeguarding protocols	A/I
E	Literacy and numeracy skills	A/I
E	Experience of management and administration using packages of software such as school MIS systems	A/I
E	Ability to use relevant office equipment effectively	A/I
E	Ability to plan, organize and prioritise	A/I
E	Understanding of data protection and Safeguarding	A/I

KNOWLEDGE AND UNDERSTANDING

E	Ability to relate well to children and build positive relationships	A/I
E	Ability to work well as part of a team	A/I
E	Ability to work under pressure	A/I
E	Ability to relate well to parents/carers	A/I
E	Ability to supervise, support and inspire students	A/I
E	Time management skills	A/I
E	Organisational skills	A/I
E	Ability to make effective use of ICT/administrative skills	A/I
E	Flexible attitude to work	A/I
E	Commitment to undertake service development/training	A/I
E	Understanding of data and how to review / analyse	A/I



PRE-EMPLOYMENT CHECKS		
E	Positive recommendation from all referees, including current employer	R
E	DBS Clearance post appointment	N/A

GENERAL REQUIREMENTS		
E	Commitment to the Trust's ethos and values	A/I
E	Commitment to providing a responsive and supportive service	A/I



THE SELECTION PROCESS

HOW TO APPLY:

If you wish to apply for this post with Omega Multi-Academy Trust, then you should follow the below steps:

- If you would like to discuss this role with a member of the Senior Leadership Team or organise a visit to our school, then please email recruitment@omegamat.co.uk with your request and we will coordinate a mutually convenient date and time to visit.
- Download and complete the Omega Multi-Academy Trust application form from our website.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Alsop High School. CVs cannot be accepted.
- The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.
- Email completed application forms to recruitment@omegamat.co.uk by the deadline below

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

TIMETABLE FOR THE SELECTION PROCESS

Closing date for applications: Thursday 30th January 2025 at 3pm.

Start date: As soon as possible



“From the first minutes of starting my role as pastoral support officer, Team Alsop has always made me feel welcome, valued and supported. In my role, I count myself lucky to be able to forge excellent relationships with the students and their families. The role brings me great job satisfaction in assisting students to become the best, happiest and most successful versions of themselves.

Alsop has always supported me with my own continuing professional development, encouraging me to take part in both whole school and individual projects and this has given me opportunities to further my own knowledge and expertise in my role. I am proud to be part of such a supportive and caring team of staff, who work tirelessly to ensure the students stay at the center of everything we do.”

Dave Taylor
Pastoral Support officer



STAFFWELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



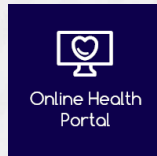
An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK



STAFFWELLBEING & BENEFITS



Online Health Portal

Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



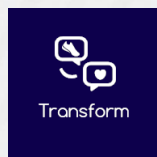
Online GP

Video or phone consultation with a GP at a time that suits you.



Employee Assistance Programme

Legal, money advice and personal support and guidance.



Transform

Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



ALSOP HIGH SCHOOL

Alsop High School
Queen's Drive, Walton,
Liverpool, Merseyside, L4 6SH

Telephone: 0151 235 1200
Email: office@alsophigh.org.uk
www.alsophigh.org.uk

Omega Multi-Academy Trust
Lingley Green Avenue, Great Sankey
Warrington, Cheshire, WA5 3ZJ

Telephone: 01925 988330
Email: enquiries@omegamat.co.uk
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