



Office & Cover Manager

Bottisham Village College

Candidate Information Pack



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Welcome from the Chief Executive Officer

Thank you for your interest in the position of Office and Cover Manager at Bottisham Village College, part of Anglian Learning.

We are an ambitious, outward looking school trust consisting of six secondary schools and ten primary schools, the latest to join our community being Wimbish Primary Academy in September 2023. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to new ideas and alternative perspectives. We also firmly believe that our most important resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact the HR team on hr@bottishamvc.org

I hope that you find the following information useful. If you wish to visit our school or make an application for this vacancy, please see contact information within.

We look forward to hearing from you.

Yours sincerely



Jonathan Culpin
Chief Executive Officer



Anglian Learning

Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work - to be the very best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow, and thrive in the local, national, and global community in which they live and will work.

Currently, the Trust educates more than 8000 pupils and employs over 1000 members of staff in 16 schools across three counties, with a 17th school due to open in the near future. Several of our schools provide adult education opportunities, reflecting our commitment to lifelong learning and we also operate our own sport centres, under the banner of Anglian Leisure. We are recent winners of the NGA Outstanding Governance Award; have a unique partnership with Arts Council England, reflecting our commitment to arts education; and are one of the eight National Creativity Collaborative pilot hubs. We are strategic partners in the local teaching school hub, working closely to provide with other trusts to provide professional qualifications in addition to own very extensive professional learning programmes.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

Our most recent staff survey indicated that a high proportion of staff:

- ✓ Feel as though they belong within Anglian Learning
- ✓ Agree that they are provided with relevant opportunities for professional development
- ✓ Feel that there is a positive culture of psychological safety within their school
- ✓ Have high levels of job satisfaction and happiness at work
- ✓ Would recommend our organisation as a great place to work
- ✓ Almost all staff who responded to the survey feel part a team within their school and can rely on colleagues for support when needed.

The core Vision of Anglian Learning is to enable:

Dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally.

Our four core values and principles guide our work to achieve our vision:



Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



Empowerment

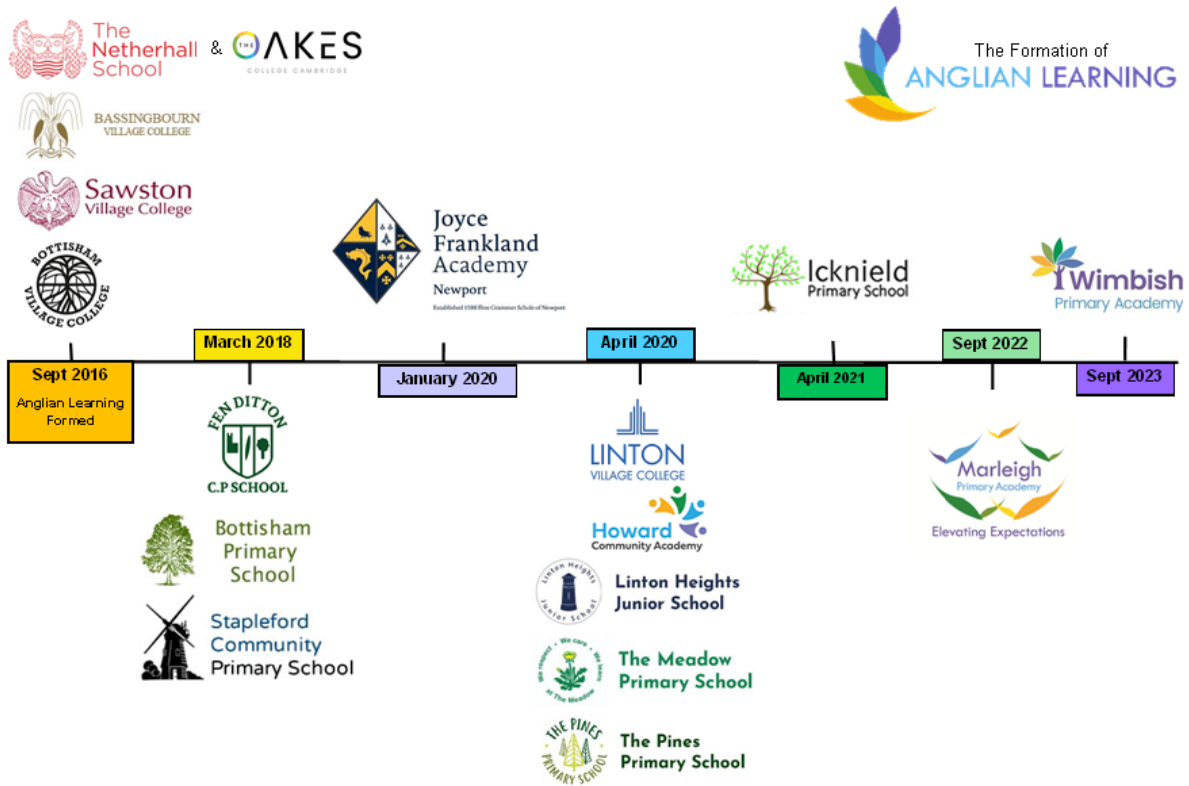
We enable our academies, staff and learners to embrace new ideas and think creatively



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds

This is our Anglian Learning community. It is an exciting time to join our growing Trust.



We are committed to providing outstanding academies which are a source of pride for the communities that they serve.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils, and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally, and internationally.
- Promoting, enabling, and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high quality professional learning opportunities for staff at all levels in the Trust

About Bottisham Village College

We are a highly-ambitious, highly-innovative and over-subscribed comprehensive school, based in the heart of rural East Cambridgeshire and we take great pride in our vision: to inspire, to care for and to enrich the lives of every student within our community. The pupil admission number is 300 for September 2022 and last year we received 455 applications of which 281 were first preference, meaning we are currently a school of 1410 students.



We are committed to providing an outstanding education to all of our students, enabling them to develop into mature, independent young people, ready to take their place in society.

In addition to our academic rigour, our relationship-driven approach permeates throughout all aspects of college life, from the maths classroom to the sports field, from the music room to the ICT suite and from the library to the auditorium, this is a college where we recognise the transformative power of positive relationships. Students will only succeed if they are happy and we make every effort to achieve this. Further information about us can be found here <https://bottishamvc.org/about-us-2/ethos-cultural-values/>



The College was opened in 1937 as the second of the Cambridgeshire Village Colleges. These were the forerunners of community education in this country and are still committed to lifelong learning in its widest sense. The vision of their founder, Henry Morris, was that schools should be at the heart of their communities, open to all and that they should offer an attractive and stimulating environment for learning. This vision still resonates today.

The college is a focal point for village life and a community ethos: a comprehensive adult education programme, a community sports centre and extensive provision for the arts and physical education as well as a well developed enrichment programme for all. In essence, the facilities, open 364 days a year, are the gateway to connecting all our catchment communities. Our adult learning courses run during the week, offering a rich selection of education for our wider community, from Maths GCSE to Level 2 qualifications in Horticulture. Additionally, our sports facilities help grow sport at grass roots level, with swimming clubs and FA affiliated football clubs all benefitting. Importantly, the college's commitment to the on-site charity "Red to Green" is evident. Working with adults with disabilities and special needs, the college provides the supportive framework for this important community work to take place.

Having undergone significant development since 2018, our new resources are best exemplified by the new "Morris Wing": auditorium, dance studio, modern bright classrooms and a spacious dining hall. In the same way, our new library, ICT suites, conference spaces

and reception area are symbolic of a college embracing the future and providing for its community.



As our college grows, we shall never lose sight of the Henry Morris ideal: community is at the heart of all we do.

Our Staff

We recognise and value the skills, knowledge and expertise of all our staff.

We are committed to supporting the professional development of all members of staff. To this end, we have a varied Continual Professional Development programme, which is personalised each year to support both our main college priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues across the Trust as well as drawing on external expertise. Colleagues with management responsibilities are given appropriate time within their timetable to fulfil these duties, and ECTs have a reduced timetable in order to support them in their early stages of their career. The Trust's network of leaders and schools will be able to support you with a range of opportunities and enhancements. We are equally keen to nurture, grow and celebrate teachers who are willing to share effective pedagogy and practice to support their colleagues.

Our staff-room is a vibrant, sociable and supportive atmosphere and we encourage all staff to come together when possible to build relationships across faculties. We enjoy College events such as staff socials, sporting events (eg charity sports matches) and concerts.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.



Our Students

Our catchment area is one of rich contrasts: areas of social deprivation on the fringes of Cambridge, rural communities, some very isolated, areas connected with the stables at Newmarket and pockets of expensive housing in some villages. We have a truly

comprehensive intake in every sense, and the inclusive ethos of the College means that we are able to form very positive relationships with them all. We are absolutely committed to supporting each individual student; we want them to feel safe, in an environment where they can grow and thrive and leave us confident in their ability to play a meaningful role in society, as global citizens.

We are very keen to offer students every opportunity to take responsibility; the mentor scheme and the School Council, for example, are strengths of the College. Visitors, including OFSTED Inspectors, are always impressed by the courtesy and confidence of our students and their friendly, open nature. The Student Leadership Team plays a significant role in the life of the College.

Working in Partnership with Parents and Carers

Parents and carers are very supportive and keen to attend information evenings, school plays and so on. They support the aims of the College and the vast majority send their children to school in correct uniform and with the proper equipment, ready to learn.

The 'Friends of the College' is our excellent PTA, but it is more than that, because it also has an extensive community role.

It is very difficult to sum up Bottisham Village College in a few pages. Check out our [website](#), [twitter](#), [Instagram](#) and [facebook](#) pages to help bring the school to life or even better [contact us](#) to organise a visit!





Office and Cover Manager

Maternity cover, starting during January 2025

Full time preferred - 37 hours. Part time considered, flexible working options can be discussed

52 weeks preferred but term time plus would be considered for the right candidate

NJC Scale 6 points 18 to 22 (£29,269 to £31,364)

We are looking to appoint an Office & Cover Manager (maternity cover) to join our team in January 2025. This is a very busy and varied role in the heart of our support team; responsible for overseeing various administrative tasks and areas including both Reception and Student Support as well as managing school Cover requirements.

The successful candidate must be efficient, well organised and able to work well under pressure with tight turnaround times. A calm and methodical approach to prioritising workloads will be needed, as well as the ability to manage a team of colleagues including oversight of the schools' First Aid hub.

Cover bookings are essential to the successful running of the school, and the postholder will be responsible for securing agency staff bookings when appropriate. Due to the time pressure of arranging this in the morning, our ideal candidate will need to be able to start work around **7.15am**, ideally in the office but working from home for morning cover can be a possibility on occasion. Your usual day would be 8 hours (with 30 minute unpaid break) with 30 minute earlier finish on Fridays.

At Anglian Learning, our vision is for dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally. For our colleagues, we're committed to making Anglian Learning a place where everyone feels valued and has equal access to the opportunities our Trust offers. We are always open to discussing flexible working opportunities or making adjustments to ensure you thrive in your role with us. We also offer a benefits package including a generous LGPS pension scheme, Employee Assistance Programme, Perkbox and free membership to AL Sports Centres. For more information on all benefits, the Trust, our school and the full job description for the role, please read our Candidate Information Pack.

Employee Benefits

Anglian Learning offers the following benefits to staff.

- Career Average Revalued Earnings Pension Scheme (CARE)
- Free membership to all [Anglian Leisure](#)'s Sports Centres - *Bassingbourn, Bottisham, Sawston, Joyce Frankland, Linton and Netherhall*
- 20% Discount on Adult Education Classes run by Anglian Learning Schools
- Employee Assistance Programme via Health Assured

- Cycle To Work Salary Sacrifice Scheme
- Discounted Eye Care Vouchers
- Annual Flu Jab Vouchers
- Perkbox
- Investment in Personal Development

Application

Please submit your application online

https://ce0976li.webitrent.com/ce0976li_webrecruitment/wrd/run/ETREC179GF.open?WVID=612290007I

The online application process will give you the opportunity to provide a statement outlining how your key skills and experience will enable you to succeed in this role.

Please note that due to our Safer Recruitment procedures, CVs will not be accepted and only fully completed online applications can be considered.

Closing date for applications: **Midnight, Sunday 17 November**

** We reserve the right to close this advert prior to the publicised closing date should we receive a high volume of suitable applications. Applications will be reviewed as received so please apply without delay to avoid disappointment – strong candidates may be contacted to arrange an interview before the closing date.*

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check Certificate of Good Conduct and other applicable checks may be requested. This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered for all roles deemed suitable.





Office & Cover Manager – Job Description

Salary	NJC Scale 6, points 18 to 22
Hours	37 hours per week, 52 weeks
Annual Leave	25 days plus bank holidays
Disclosure Level	Enhanced DBS
Location	Bottisham Village College
Responsible to	Principal
Job purpose	<ul style="list-style-type: none">• To ensure that the school office functions effectively and meets the needs of the college, including line management of office admin staff, incorporating student support and Reception.• To ensure that cover is arranged for classes if required and that teaching staff are supported to fulfil their curricular responsibilities to students.

MAIN RESPONSIBILITIES:

Office Manager

1. To maintain office services by organising office operations and procedures; controlling correspondence; designing filing systems; reviewing supply requisitions; assigning and monitoring clerical functions.
2. To ensure that both reception and the student support desk are always manned and to promote a professional and welcoming first impression.
3. To ensure that all correspondence with parents is professional, follows the correct, consistent format and is grammatically correct.
4. To oversee the procedures for retention, protection, retrieval, transfer, and disposal of records.
5. To maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement.
6. To oversee the induction of new administration staff, and to monitor their performance and progress during their probationary period.
7. To oversee the performance management of Student Support and Reception staff, ensuring that they receive and undertake appropriate training
8. To contribute to the administration team by undertaking administration tasks as required, ensuring that deadlines are met and sufficient support is given to other team members and the faculties.

9. Lead on the planning and administration for school events such as parents evening, information evening, certificate evening and form tutor evening.
10. Manage student health care plans, communicating directly with parents at least annually to ensure information is up to date
11. Support with the administration for Year 6 transition and in-year admissions including ensuring student files from feeder schools are received by BVC in a timely manner.
12. Ensure all school first aiders have relevant and up to date training; cover first aid as and when required ensuring that school procedures are correctly and robustly followed, as well as overseeing student medication.
13. Oversee free school meal voucher scheme, liaising with Finance.
14. Support with post-16 administration, including tutor references and student data uploads. Pathways to the future and SEN mornings.
15. Oversee support in BVC recruitment campaigns – including arrangements for student panel
16. Oversee the management of relevant student based events as directed by CLT.
Examples of these include but not limited to:

- Annual student photos
- Injections and vaccinations
- Transition days and summer camp
- GL assessments

Cover Manager

1. To administer cover arrangements for staff using SIMs Cover 7, with regard to the “rarely cover” principle.
 - Room re-arrangements
 - Long term and short term absence cover
 - Planning ahead, particularly on days which look to be ‘heavy cover’ days
2. To produce basic but relevant statistics and information in regards to budget allocation for cover staff, producing reports as required.
3. To deploy Cover Supervisors on a daily basis, liaising with the Assistant Principal responsible for their line management where necessary
4. To liaise with supply agencies as required to ensure that all classrooms are covered, ensuring that safeguarding procedures are adhered to. Any concerns or additional costs with cover should be escalated to the Assistant Principal for cover management
5. Meeting with supply staff that are new to site, and ensuring any feedback received is given to the agency.

6. To maintain a bank of supply teachers, including regular communication each term.
7. To liaise with HR regarding absences of staff, DBS checks and safeguarding information for supply teachers

General responsibilities

- Ensure school safeguarding policies are followed and relevant training is kept up to date
- Ensure confidentiality is maintained at all times
- Ensure the school GDPR policy is adhered to and knowledge of GDPR is kept up to date.
- To undertake any other task as requested by the Principal or CLT members commensurate with the post.

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Support Staff – Office & Cover Manager - Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working in a busy environment • Use of Microsoft office software 	<ul style="list-style-type: none"> • Experience of working within education
Skills, Knowledge, and Aptitudes	<ul style="list-style-type: none"> • Good written and spoken English as well as excellent communication skills • Attention to detail and accuracy • Able to work collaboratively with others • Ability to manage workload and other colleagues 	<ul style="list-style-type: none"> • Relevant office / admin experience • First Aid (training can be provided)
Qualifications and Training	<ul style="list-style-type: none"> • Educated to at least GCSE / O Level standard in English and Maths, with a Grade C or equivalent (or proven equivalent) • Willingness to undertake First Aid training 	<ul style="list-style-type: none"> • Office or business management qualifications
Personal Attributes	<ul style="list-style-type: none"> • Positive, proactive and flexible approach to working • Commitment to safeguarding and promoting the welfare of young people • Satisfactory enhanced DBS check, medical clearance and 2 references. • Ability to start work by 7.40am due to Cover requirements 	



Anglian Learning

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