



Washington  
Academy

*Enriching Lives, Inspiring Ambitions*

# RECRUITMENT PACK

Office Manager



Consilium  
Academies

*Enriching Lives, Inspiring Ambitions*

# Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Office Manager at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

Partnerships

- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. that's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of development with rapid growth and opportunities for all staff; I can't think of a better time to join us.

Tracey Greenough

Acting Chief Executive of Consilium Academies.

# Welcome from the Headteacher

Dear Candidate,

Thank you for expressing your interest in working at Washington Academy. Washington is proud to be part of the Consilium Academies, read on to find out more about trust. Once you have read this application pack, if you would like to visit us, please get in touch.

As our school continues to grow, we have a clear aim. That aim is to ensure our students have access to a dynamic and progressive learning environment. Our exemplary standards of behaviour and respect makes this possible.

Washington is an inclusive school and we are all committed to the following aims:

- Providing students with an exciting, engaging, and rich education;
- Recognising and celebrating the unique nature of every child in our community;
- Celebrating the successes of our Academy and our community to the full


We are seeking to appoint a candidate who shares our commitment to inclusivity and can ensure that all of our students can excel. We want someone who will ensure our students leave Washington Academy with an education that allows them to progress onto the next stage of their journey when they leave us and that they also have the skills needed for daily life.

We are looking for candidates who share our commitment to inclusive education and who would contribute to the genuine warmth of our school. We can offer robust career development opportunities. This includes unrivalled CPD delivered by lead educationalists live from our trust's centre for professional development.

The right candidate will be qualified, creative and vibrant. They will be fully committed to our aims. Moreover, they will be personable and therefore will contribute positively to the welcoming environment we are so proud that Washington has.

I cannot think of a better time to join our team.

I look forward to receiving your application.



Vicky Carter  
Head Teacher



## About the Academy

Washington Academy offers excellent learning experiences to all its students through a very diverse curriculum which caters for the needs of all. The academy opened new state of the art buildings in 2009 and endeavours to ensure all our young people enjoy their lessons in an inspiring learning environment.

Students, parents, staff and governors are proud of recent achievements here and, as well as helping students achieve the results they need to follow chosen career paths, has a huge and varied programme of activities and extra-curricular opportunities on offer.

Washington Academy is fully committed to each individual in our academy, recognising their uniqueness and individual potential. We have high expectations of all students in terms of behaviour and commitment to learning and of our parents in working with us as partners to support individual progress.

Our very strong links with partner primary schools ensures smooth transition from primary to secondary school, allowing a strategic approach to raising aspirations and generating further success.

Washington Academy is a place where all members of its community feel welcome, safe and experience a sense of belonging. We believe that only where this exists can learning and personal development progress successfully. Washington Academy is seeking to develop the whole person.

# About the Trust

## The Consilium Mission

*“Enriching Lives, Inspiring Ambitions”*

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Interim Chief Executive, Tracey Greenough. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

## **WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:**

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 34 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Vivup. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent CPD offer for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations

# About the Role

**Job Title: Office Manager**

**Start date: To Be Agreed.**

**Hours: 36 hours per week, all year round**

**Contract: Permanent**

**Salary: NJC Grade 6 (SCP Points 13 – 17) (Actual Salary £26,873 - £28,770)**

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Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Washington Academy, part of Consilium Academies who are committed to providing the best possible education for our pupils.

We are looking for an experienced, friendly and hard-working Office Manager to join our team.

We are looking for:

- An inclusive individual, with high expectations of their students, who is committed to maximising rates of progress and has innovative ideas to support all pupils
- Someone with a sense of humour, who understands the importance of developing a positive culture in our organisation.

If you feel you share our values, have the vision and drive for excellence and want to be part of an enthusiastic and dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

The successful candidate will present the best possible example of professional standards to colleagues.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to David Gilboy-Dodds at David.gilboydodds@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

**The closing date for applications is Friday 19<sup>th</sup> July 2024 at 9:00 AM.**

**Interviews will take place week commencing 22<sup>nd</sup> July 2024.**

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

In accordance with our statutory obligations under Keeping Children Safe in Education Consilium Academies is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Consilium Academies might want to explore with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

*Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.*



## Job Description

Job Title:	Office Manager
Based at:	Washington Academy
Grade:	Grade 6 (NJC scale points 13 – 17)

### Main purpose of the Role

Undertaking the role of Office Manager to ensure the safe and effective running of all operational aspects of the school office.

### Core Responsibilities & Tasks

#### Main Duties and Responsibilities/Accountabilities:

##### Managerial Duties:

- Lead and manage the school's Administration Team.
- Manage administration functions to ensure efficiency and effectiveness in order to meet the needs of the school, including dealing with enquiries from parents and members of the public.
- Design and implementation of effective, safe administrative systems and procedures for the administration
- Manage complex administrative procedures
- Plan, develop, organise and monitor support systems, and procedures
- To provide leadership and guidance for support staff, including direct line management responsibility where appropriate
- Plan, develop, organise and monitor administration systems, and procedures
- Contribute to the development of administration policies
- Provide support, advice and guidance on administrative issues to senior staff and others
- Develop and maintain recording and information systems, including personnel staff.
- To have extensive knowledge of and insight into the organisation's structure and a thorough knowledge of the aims and objectives of the school and to ensure that these are regularly communicated to all staff
- Maintaining systems and procedures to ensure the efficient operation of the Headteacher's office.
- Responsibility for the production, implementation, evaluation and annual review of Administration related policies and risk assessments, ensuring compliance with Data Protection.

##### Administrative Duties:

- To provide day-to-day administrative support in a highly confidential professional manner.
- To act as an effective conduit for communication between Teaching & Non- Teaching staff.
- To arrange meetings and operational details for Senior Level events and appointments as required.
- To organise venues, resources and refreshments.
- To accompany the Headteacher to a variety of meetings as required providing administrative support
- To make travel arrangements on behalf of the Headteacher.
- To be the first point of contact for all emails, letters, telephone calls made to the Headteacher and take detailed messages where appropriate (including using judgement to delegate to other Senior Staff)
- To deal effectively and courteously with all of the Headteacher's visitors.
- To answer routine enquiries from staff, parents and other agencies to deal with them effectively, in the first instance wherever possible.
- Ensure archive records are maintained in accordance with current legislation.
- To organise cover for absent colleagues as and when required.
- To provide administrative and general support for whole school activities and provide excellent customer service to all.

- Ensure records are kept up to date for statutory returns such as the Census.
- Recording and processing of complaints as directed by the school's Complaints Policy.
- To effectively support the Trusts Governance Manager with Local Academy Board meetings.
- Liaise with other staff, pupils, parents/carers and external agencies
- Undertake analysis and interpretation of data, and produce detailed reports and complex information
- Operate bespoke school information management systems
- Responsible for completion and submission of forms, returns etc., including those to outside agencies
- Produce, and respond to, correspondence such as whole school letters.

### Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

### Additional Notes

- The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.



## Person Specification

### Office Manager

#### Essential Experience/Qualifications

Excellent numeracy / literacy / ICT skills

Experience of using and managing school MIS systems

Experience of managing aspects of school facilities

Experience of managing, leading, organising and motivating a team.

Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English or Welsh by a recognized institution abroad

Passing an English or Welsh spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.

Passing an English or Welsh spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.

#### Skills/Knowledge

Ability to formulate ideas and solutions and present them effectively to Head Teacher and Business Support Officer

Ability to persuade, motivate, negotiate and influence

Able to respond flexibly and adapt to changing and challenging circumstances

Ability to maintain strict confidentiality of information received and processed as part of the job role

Prioritise, plan and organise direct and co-ordinate the work of others; build, support and work with high performing teams

Work as part of a team

Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out set standards and provide a role model for pupils and staff

Seek advice and support when necessary

Deal sensitively with people and resolve conflicts

Commitment to equal opportunities

In depth knowledge of school safeguarding, health and safety, fire procedures, risk assessments.

Open – minded and receptive to new ideas, approaches and challenges