



Astley CE Primary School

Recruitment Pack

Office Manager



Dear Applicant,

Thank you for your interest in our vacancy for an Office Manager at our school. We are a small rural school set in the beautiful countryside. We are a Church foundation and believe that this makes a large and genuine difference to the atmosphere and ethos of our school. Applicants must be able to fully support the Christian ethos.

We are a good school and this was recognised by Ofsted in our latest inspection report where they stated: *“Astley Primary is a community-minded school. Parents, pupils and staff value this. Many describe it as a welcoming, nurturing place where pupils thrive. Inspection evidence supports these views. This is a school where pupils are well cared for and known as individuals. Staff listen to what pupils have to say and pay attention to any worries they might have. Pupils also have a voice in making decisions about how the school community can help others.”*

We are looking for someone who is a highly effective and experienced School Office Manager who has the confidence and ability to be the key person in our busy school office. Predominantly working on your own you will need the ability to use your own initiative in dealing with competing priorities. You will be responsible for overseeing all the administrative and financial functions of the school, supporting the Headteacher and all stakeholders. The post offers the individual an opportunity to join a well-resourced, supportive staff team with engaged and polite children.

The vacancy is for:

- Office Manager 35 hours per week to be worked over 5 days (Job share considered for right applicants)
- Preferred start date is as soon as possible
- Permanent Post
- Scale 5 SCP12-17 (FTE £27,711-£30,060)

If you would like to find out more about our school, please visit our website www.astley.worcs.sch.uk or our Facebook page <https://www.facebook.com/astleyprimaryschool>

The process:

All applicants are required to complete the enclosed application form and sign it. Completed applications can be emailed to office@astley.worcs.sch.uk CV's or any other application form will not be accepted. Applicants must include the contact details of two references. There must be at least one from your current or most recent employer. References will be asked for prior to interview for all shortlisted candidates and we may contact any previous employer listed on your application to clarify information.

Shortlisting will be based on the applicants' suitability for the post and we will use the job description and person specification in the recruitment pack. Please ensure your application suitably matches these requirements.

The closing date is 12 noon on Wednesday 29th January 2025. Shortlisted candidates will be contacted via email detailing the interview arrangements for Friday 31st January 2025.

Thank you for your interest and we look forward to receiving your application.

Yours faithfully

Mrs Tracie Langfield (Headteacher)

Office Manager Job Description

Job Title: Office Manager

Reporting to: Headteacher

Employer: Worcestershire County Council, based at Astley CE Primary School

Job Purpose

To organise and manage whole school administration, financial management and information management systems and to contribute to school planning and development.

Duties and Responsibilities

Fulfilling the school vision -

- Relate well to children, modelling the school Christian values in every interaction.
- Positively and consistently support high expectations of behaviour and wellbeing.
- Work with a wide range of children, enabling the inclusion of all.
- Support pupils with additional needs (including medical) as directed.
- Establish good working relationships with all colleagues.

Qualifications and Knowledge -

- NVQ Level 3 or equivalent qualification or experience in relevant discipline
- Excellent numeracy/literacy skills and fully IT literate
- The ability to support staff/pupils/respond to parents through fluent and accurately spoken English
- Effective use of specialist ICT packages
- Full working knowledge of relevant policies/codes of practice/legislation
- Ability to organise, lead and motivate other staff
- Ability to plan and develop systems
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these

Role and Responsibilities -

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Line manage administrative/premises staff
- Liaise between managers/teaching staff and support staff
- Take lead role in the development and maintenance of record/information systems (MIS)
- Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required

- Produce, and respond to, complex correspondence
- Provide front of house duties/monitor main email accounts/phone.
- Ensure registers are coded correctly and flag any attendance/safeguarding concerns to the headteacher.
- Provide organisational and complex advisory HR support to other staff
- Provide organisational and complex advisory support to the Governing Body as requested.
- Manage complex administrative procedures within the office environment.
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies, e.g. DfE/statutory census returns
- Manage computerised management information systems, e.g. Arbor
- Manage all financial administration procedures, including nursery funding
- Utilise the E5 finance system for both routine transactions and more complex matters such as budget setting and monitoring/central charges
- Reconcile school vouchers and credit parent accounts accordingly.
- Manage IMPREST account/DFC account/School Fund and petty cash.
- Banking of any cash/cheques.
- Take a lead role in planning, monitoring and evaluation of school budget
- Monitor school budget and produce regular updates to Governors and produce statutory returns to DfE.
- Support the recruitment of support staff and in managing associated employment procedures
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to make inform decisions/get best value for money.
- Manage service contracts/SLR's and ensure contracts are renewed/ended appropriately
- Manage school licenses and insurance
- Assist in marketing and promoting the school/brochures/advertising/Facebook

Safeguarding-

- To participate in annual Child Protection and Safeguarding training and regular updates.
- To be aware of KCSIIE Part 1 and understand how to report concerns.
- To report safeguarding concerns to the Designated Safeguarding lead or their Deputy.

Wider responsibilities-

- Support the day to day safety of the children and adults using the school site
- Demonstrate a commitment to continuous professional self-development in relevant areas.
- Attend staff INSET days as specified in your contract.
- Take part in staff meetings and occasional whole staff meetings.
- Take part in some designated school events outside normal school hours such as school Open Evenings.
- Carry out any tasks that may be reasonably required by the class teacher, SENDCo or

Headteacher

- Contribute to the development, implementation and evaluation of school policies and support the school's values and vision.
- Work collaboratively with colleagues and other relevant professionals within and beyond the school.

Personal and professional conduct

- Adhere to school policies with regards to professional conduct within and outside school, including social media.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships within the school community.
- Respect individuality and cultural diversity.
- Uphold public trust in the education profession.
- Maintain high standards of attendance and punctuality and have proper professional regard for the ethos, policies and practices of the school.

Approved: Date
(Headteacher)

Approved: Date:
(Postholder)

This job description sets out the duties of the post at the time it was drawn up. Astley CE Primary School reserves the right to vary the duties and responsibilities and the post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	NVQ level 3(or equivalent) Excellent numeracy and literacy skills Commitment and willingness to undertake further training, evaluation and development linked to this role	Financial qualifications
Experience	Experience of working within a school setting	Experience managing a school office
Practical Skills	Ability to demonstrate knowledge and use a wide range of ICT systems and packages Ability to interpret advice and Local Authority guidance and share with relevant stakeholders Ability to manage staff and assist with recruitment, induction and training	Experience of using the Arbor MIS system Experience using E5
Personal Qualities and Attributes	Ability to understand and relate well to children and adults	Ability to work to deadlines for audits and governor meetings

	<p>Ability to work constructively as part of a team</p> <p>Ability to organise self and others</p> <p>Ability to motivate, persuade, negotiate and influence others</p> <p>Ability to identify own training needs and willingness to participate in training and development opportunities</p> <p>To comply with the School's commitment to the protection and safeguarding of children</p> <p>Demonstrate a warm and caring approach to our stakeholders and visitors in line with the nurturing ethos of the school</p> <p>Maintain a professional approach at all times, including when dealing with difficult/complex matters.</p>	
Financial Experience	<p>Experience of financial administration in a school setting</p> <p>Experience of utilising the E5 finance system for both routine transactions and more complex matters such as budget setting and monitoring</p> <p>Management of Nursery funding</p> <p>Experience of reconciling salaries and producing finance reports</p> <p>Experience of reconciling petty cash</p>	<p>Experience of preparing School Fund accounts for audit</p> <p>Experience of working with the Head teacher to prepare financial documents for governors</p>
Human Resources	<p>Experience of using the iTrent system for staffing claims and absence reporting</p> <p>Knowledge of the documentation required by School Employee Services relating to the appointment and payment of teaching and support staff including addendum to contracts</p> <p>Experience of recruitment correspondence and documentation</p> <p>Experience of maintaining Single Central Record ensuring adherence to Keeping Children Safe in Education and Safer Recruitment</p> <p>Knowledge of the appropriate checks and procedures including induction to be followed for all staff</p> <p>Awareness of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person</p>	<p>Experience of developing and maintaining personnel records</p>

Health and Safety	Knowledge of statutory health and safety requirements within a school setting Oversee the production of appropriate records relating to health and safety, e.g. fire safety records and statutory maintenance Arrange both reactive and proactive premises maintenance	Experience of supporting the Headteacher when advising on Health and Safety matters
--------------------------	--	---

Special Conditions

This post is exempt from the provisions of the Rehabilitation of Offenders Act and ALL convictions and/or cautions must be declared.

The post holder will be subject to an enhanced DBS disclosure and barred list check to satisfy child protection requirements.

At all times priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

We will contact past employers and explore any gaps in work history.

We reserve the right to carry out online searches via a search engine on applicants if we deem it is needed.

Astley CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

We strongly encourage visits to the school.

Please contact Cathy Pogmore, School Manager, on **01299 822002** or at office@astley.worcs.sch.uk to arrange a convenient time and date.

Closing date: 12 noon Wednesday 29th January 2025

We reserve the right to close this vacancy early if sufficient candidates apply.

Interviews: Friday 31st January 2025