

Office Manager



Application Pack

Office Manager

Pay Scale: Scale Point 19 – 23 £27,413 - £29,529 (pro-rata)

Contract: 37 hours per week. Term Time only plus 10 days. Permanent.

Required: 1st January 2025

Cambrai Primary School is looking for a passionate and committed person to join our administrative team as our Office Manager. We are seeking a highly organised, motivated and friendly colleague who will play a crucial role in ensuring the smooth and efficient running of our school office.






Cambrai Primary School is a new school, which opened in Catterick Garrison in September 2019. In May 2020, we moved in to our brand new permanent home and as such we have the latest facilities and working environments.

We don't just need an Office Manager, we need someone with high standards who loves to get stuck in, be part of the wider school team – and take genuine ownership and pride in our school. In return, we can promise a school full of amazing children, a genuine staff team and a well-resourced environment. You will be working alongside colleagues from our Central Trust Team who will train, support and always pick up the phone if you need them!

The position is a varied role and the successful candidate must have experience of project management, social media skills, communication skills and empathy for others around you.

As the Office Manager, you will lead the office team who are the first point of contact for staff, parents and visitors. You will oversee all office operations, work closely and in conjunction with the Head Teacher and Senior Leadership Team and manage the school's day-to-day business processes. You will also oversee the school kitchen and buildings operations. The ideal candidate will be someone who can think on their feet, be flexible and able to multi-task, approach difficult situations positively and be able to see the bigger picture throughout the whole school.

The main requirements of the post are outlined below:

-  Provide support to the Head Teacher and Senior Leadership Team.
-  Manage the school office, dealing with all enquiries and administration requirements including maintaining accurate records and ensuring compliance with data protection regulations
-  Oversee and support the facilities staff.
-  Ensure the successful running of the school building on a day to day basis.
-  Support the school's financial administration, including processing invoices.

If this sounds like you and a role that you would relish, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed.

Further details are available from Miss Laura Robinson, Head Teacher of Cambrai Primary School. Please email: office@cambraiprimaryschool.co.uk or call 01748 503 130 for an informal discussion.

Please return completed applications directly to Miss Laura Robinson at:

Or email your application to: office@cambraiprimaryschool.co.uk

Closing Date: Thursday 21st November 9am

Shortlisting: Thursday 21st November – if you do not hear on this day please assume you were unsuccessful

Interviews: Monday 25th November 2024

JOB DESCRIPTION

POST:	Office Manager
GRADE:	Scale Point 19 – 23 (£27,413 - £29,529 pro rata term time + 10 days)
RESPONSIBLE TO:	Head Teacher
STAFF MANAGED:	Facilities / Catering / Admin Team
JOB PURPOSE:	To provide effective administration and support services to school including the management of information systems and the supervision and co-ordination of other support staff. To support School Senior Staff and the Local Governing Body/Board of Trustees including contributing to the financial planning and development of school support services.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	

Post holders working to this job description may undertake any of the following main duties and responsibilities.

1. To design and manage appropriate administrative systems and to support the work of the Senior Staff as required.
2. To analyse and evaluate data / information on behalf of Senior Staff.
3. To complete and submit information obtained from school management information systems as required by Local Authority and DfE.
4. To assist Senior Staff to plan, develop and design administration monitoring systems, policies and procedures to ensure their efficiency and accuracy.
5. To receive enquiries made to school and determine the appropriate priority of response including answering queries by telephone and face to face, and ensure that they are dealt with effectively and efficiently.
6. To oversee the preparation of letters on behalf of Senior Staff in response to queries and requests for information.
7. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by Senior Staff.
8. In the absence of Head Teacher, liaise with appropriate Senior Staff with respect of urgent business.
9. To maintain an appropriate electronic schedule for the Head Teacher / Senior Staff as required including arranging venues, meetings and cancelling appointments as required, to ensure time is effectively managed.

10. To provide administrative support duties to Senior Staff and Local Governing Body as required (including organising school visits and events).
11. To provide advice and guidance to the Local Governing Body and Senior Staff in relation to renewal and updating of school policies and procedures. Liaise with Trust staff in relation to Trust policies and procedures.
12. To undertake research and obtain information on behalf of Senior Staff to assist with decision-making processes.
13. To assist Senior Staff with the promotion of the school, and take a leading role where necessary and appropriate.
14. To co-ordinate and administer the letting of school facilities.
15. To manage capital projects in liaison with Trust staff including the associated income and expenditure.
16. To take a lead in securing sponsorship and grant funding.
17. To co-ordinate the management of school licences and insurance as required.
18. To assist with the management of service contracts on behalf of Senior Staff.
19. To assist Senior Staff to manage, monitor and plan expenditure from agreed budgets.
20. To authorise orders and invoices prior to processing in line with audit requirements on behalf of Senior Staff.
21. To check the weekly payment run to ensure the invoices have been processed correctly and checking the bank balance to ensure there are sufficient funds available to meet payment.
22. To check the evidence for the bank reconciliation on a monthly basis prior to processing.
23. To check the monthly payroll checking report for accuracy and confirm with the payroll provider.
24. To facilitate external auditors visiting the school to carry out financial internal audits as required.
25. To be responsible for the transactional HR within the school, keep the SCR updated and provide data to the Head Teacher/LGB/Trust
26. To support the Senior Staff regarding pupil attendance.

27. To assist with pupil first aid / welfare, including looking after unwell pupils and liaising with parents, carers and staff.
28. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
29. To supervise and line manage the administration, facilities and catering teams within school including the management of their training, development and performance in line with school's Performance Development Review Procedures.
30. Monitoring work rotas / cover for all school staff to ensure an efficient service is available and when necessary, support Senior Staff with the replacement of permanent employees or hire temporary staff to cover periods of absence or unavailability.
31. Manage the school's website to ensure compliance.
32. Take a lead on the school's communication strategy, including updating of social media accounts.
33. Liaise with IT providers to ensure all outstanding tasks are completed in line with the SLA
34. To co-ordinate health and safety audits and checks throughout the school's internal and external buildings on behalf of Senior Staff.
35. To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
36. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
37. Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL/TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The post will be based in Cambrai Primary School however; the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

PERSON SPECIFICATION | Office Manager

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ level 3 / 4 in Administration, Business or equivalent	AF,C			
Experience & Knowledge	E2	At least 3 years' previous administrative experience	AF,R,I	D1	Awareness of child protection issues	AF,R,I
	E3	Experience of establishing and maintaining a range of management information systems, including ensuring accuracy of complex databases and spreadsheets	AF,R,I	D2	Knowledge and / or experience of First Aid	AF,R,I
	E4	Experience of giving advice and guidance on policies / procedures to Senior Staff	AF,R,I	D3	Experience of working in a school office setting	
				D4	Experience of SIMS, Agresso, Parentmail and any other information systems implemented in school	AF,R,I

	E5	Experience of managing budgets, invoice and ordering procedures	AF,R,I	D5	Evidence of successful Project Management in either a professional or personal context	AF, I
	E6	Knowledge of GDPR and Data Protection requirements and understanding of confidentiality	AF,R,I			
	E7	Previous supervisory responsibility including the monitoring, performance and development of staff	AF,R,I			
	E8	Experience of taking the lead on a communication strategy including the effective use of social media accounts.	AF,I			
Skills	E9	Ability to relate well to children and adults	AF,R,I			
	E10	Ability to be able to present information in a logical and systematic manner and to interpret information and situations with skill and understanding	AF,R,I			

	E11	Ability to train and motivate a team	AF,R,I			
	E12	Ability to develop and maintain a successful team and prioritise own work with minimum supervision	AF,R,I			
	E13	Ability to communicate both orally and in writing to a wide range of audiences	AF,R,I			
	E14	Ability to work under pressure to tight deadlines on a number of different projects	AF,R,I			
	E15	Highly adaptable ICT skills	AF,R,I			
	E16	Proven ability to undertake effective research	AF,R,I			
Personal Attributes	E17	Participate in development and training opportunities in respect of oneself and others	AF,R,I			

	E18	Ability to abide by School/Trust policies and procedures	AF,R,I			
Special Requirements	E19	Motivation to work with children, families, school staff and all school stakeholders	AF,I,R,D			
	E20	Ability to form and maintain appropriate relationships and personal boundaries with children and adults	AF,I,R,D			
	E21	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,I,R,D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references

