



# OFFICE MANAGER RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

### **1. Students first**

Teachers and leaders totally focused upon the educational benefit of our students.

### **2. It's about learning**

Students, teachers and leaders focused upon developing and improving their learning.

### **3. No barriers**

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.



# COUNDON COURT SCHOOL



Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. At Coundon, we drive everything we do through our 3 core principles: Hard Work, Kindness and Respect. We are looking to expand our team of dedicated professionals who excel in their field.

*Chris Heal, Principal*

<b>JOB TITLE:</b>	OFFICE MANAGER
<b>OPPORTUNITY:</b>	This is an exciting time to join Coundon Court School. The school is passionate about building futures for the young people who attend the school. We are seeking to appoint an excellent Office Manager to directly manage the School Office and Receptionists and oversee the school's day to day administrative function, including whole school admin, customer service, reception and telephony, visitor management, First Aid, event management and to facilitate the delivery of outstanding educational outcomes for the young people the school serves.
<b>REPORTING TO:</b>	PRINCIPALS PA
<b>LOCATION:</b>	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust
<b>SALARY:</b>	Grade 5 (£24,355 - £29,578 pro-rata salary) 37 hours per week, Term Time + 3 weeks (41 weeks)
<b>BENEFITS:</b>	<ul style="list-style-type: none"> <li>• Competitive rates of pay</li> <li>• Extensive professional development opportunities across the Trust</li> <li>• Career pathways across the Trust</li> <li>• Teacher/Local Authority Pension Schemes</li> <li>• Online retail discount</li> <li>• Employee Assistance Programme</li> <li>• Family Friendly policies to support family &amp; carer commitments</li> <li>• Flexible Working Arrangements</li> </ul>

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

## JOB DESCRIPTION



The Futures Trust and Coundon Court School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment

<b>Responsible to</b>	Principal's PA
<b>Grade</b>	G5 (£24,355 - £29,578 pro-rata salary)
<b>Hours</b>	37 hours per week. 41 weeks - Term Time plus 3 weeks. A flexible approach to working hours is required
<b>Location</b>	Based at Coundon Court School with a requirement to travel to undertake work at or for academies within the Trust

### Job Purpose:

To directly manage the School Office and Receptionists and oversee the school's day to day administrative function, including whole school admin, customer service, reception and telephony, visitor management, First Aid, event management and to facilitate the delivery of outstanding educational outcomes for the young people the school serves.

### Responsibilities:

- Lead all administrative activity, ensuring the delivery of an excellent, efficient, customer focused admin service to the school community.
- Manage, supervise and delegate work on a day to basis, and quality assure the work of Admin and Reception staff.
- Manage the school office, provide support to the year heads and tutors as appropriate to ensure an effective communication between the school and parents.
- Be responsible for ensuring an effective reception, including student reception, front of house and telephony service is provided.
- Ensure that the school's Visitor Management Policy is adhered to and that admin and reception team members undertake all appropriate safeguarding procedures when admitting visitors to the school.
- Ensure the reception and front of house area is kept clean and tidy, with no files or stationery visible to school visitors and that a clean desk policy is adhered to at the end of the working day.
- Ensure that all data relating to students held on the school MIS system is accurate and up to date.
- Ensure that parent consultation, information evenings, Induction of new students etc, are prepared as directed by year head's or SLT and staffed accordingly.
- Plan and coordinate administrative procedures and systems
- Oversee First Aid, ensuring adequate first aid provision across the school and ensure effective deployment of first aiders.
- Responsible for staff absence data entry into management information systems.
- Input data and generate reports and information as required.
- Lead the office move to new facilities on site in 2025
- Enable continuous improvement to ensure efficiencies are optimised
- Manage admin and reception team holiday requests to ensure that the school is appropriately supported during school holiday periods, particularly during exam results periods.

- To undertake other duties and responsibilities as required, appropriate to the grade and range of the post.
- Undertake the role of Fire Marshall.
- Support with the submission of Pupils census each term.
- Support with administration around supported transfers and 6 week placements
- Ensure the admin and reception team uphold and adhere to GDPR and Data Protection regulations.
- To have due regard for health and safety.

### Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Office Manager are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

### Line Management responsibilities:

To line manage School Office Admin Team and Receptionists.

<b>Special conditions of employment</b>
<p><b>Rehabilitation of Offenders Act 1974</b></p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p><b>Safeguarding and Promoting the Welfare of Children and Young People</b></p> <p>The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p><b>Health and Safety</b></p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be</p>

accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

### **Equality and Diversity**

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

### **Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

### **The Trust Operates a Strictly No Smoking Policy**

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

**Job description reviewed by:** Chris Heal, Principal

**Date:** September 2024



## PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Excellent literacy and numeracy skills equivalent to GCSE Grade C in English and Maths</li> <li>• First aid trained or willing to undertake first aid training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in an office environment at senior level</li> <li>• Organising, leading and motivating other staff</li> <li>• Developing, managing and operating clerical/administrative organisational systems</li> <li>• Managing staff</li> <li>• Working with children or young people</li> <li>• Analysing and evaluating data</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent attention to detail</li> <li>• Excellent literacy and numeracy skills</li> <li>• Competent use of IT packages including word processing, spreadsheets, computerised accounting systems and school MIS systems</li> <li>• Ability to use relevant office equipment effectively</li> <li>• Ability to plan, organise and prioritise</li> <li>• Understanding of data protection and confidentiality</li> <li>• Understanding of safeguarding</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> <li>• Deals with difficult situations effectively</li> </ul>



## HOW TO APPLY

CLOSING DATE:	25 September 2024 (Midday)
INTERVIEWS:	W/C 30 September 2024

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- Coundon Court Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

**The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment. The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.**