



# Office Manager/Executive Assistant to the Headteacher Applicant Information Pack

March 2025 (Reference TMT-R0440)

# Headteacher's Welcome

Thank you for your interest in working at Q3 Academy Great Barr.

Whether you are beginning your teaching journey or looking for the next post in your career, we all know being a teacher is a demanding job that requires passion and energy. If you have a genuine interest in helping young people learn and develop, then our students will pay you back in spades. The passage below, from our website, sets out our philosophy and the following pages will give you some flavour of how we go about our work. Please feel free to contact us for an informal chat or visit. I look forward to meeting you.

**Mr Chris Bury, Headteacher**

*Our educational philosophy is simple. First and foremost, we want every child to feel happy and excited about coming to the Academy. Only when each child feels secure and comfortable can we challenge them to grow and learn together. We want our students to return home telling their families of the memorable exciting learning experiences they have enjoyed. Experiences that make it easier to recall the detail necessary for exam success and experiences that develop their character as much as their academic potential.*

*Our passion is helping young people to flourish and become confident capable adults ready for the world ahead.*

*This passion creates a genuine warmth that supports every member of our community. Our traditional family values and Trust ethos, 'Life to the full in pursuit of what is good, right, and true' helps to keep the academic and well-being of every child sharply in focus and drives our ambition for continual improvement.*

*Only if our staff can say that what we provide is good enough for their own children is it good enough for yours and I'm proud to say this commitment to care, coupled with high academic ambition is helping all our young people to succeed.*



# About our Academy



As a mixed comprehensive academy with a dynamic Sixth Form, Q3 Academy Great Barr serves a vibrant and culturally diverse community of nearly 1,200 wonderful students.

Our gorgeous new buildings are surrounded by open, picturesque fields and woodlands, and the Academy offers a stimulating setting for teaching and learning. Our facilities are designed to inspire, with state-of-the-art classrooms and resources that support a rigorous, knowledge-rich curriculum. This curriculum is carefully crafted to challenge students, develop critical thinkers, and prepare them for successful futures.

Professional growth is embedded in our culture, and Q3 Academy Great Barr presents unparalleled opportunities for students and staff. If you are an educator passionate about shaping the future generation, you will be joining a community where education is valued, diversity is celebrated, and personal development is prioritised. This is a place where your talents will be valued, and your career can flourish.

We are proud to be part of The Mercian Trust, which provides us with access to wider resources, professional development, and a network of educators focused on pioneering teaching and learning methods, including digital transformation. Join us for an opportunity to be at the forefront of a transformative educational approach that champions collaboration, innovation, and excellence in teaching and learning.



# Why work here?

- ✓ Join an incredible team of friendly and supportive staff
- ✓ Work with our amazing students in a positive learning environment supported by a centralised behaviour system
- ✓ Manageable marking
- ✓ Supportive feedback culture with no high-stakes observations
- ✓ Rich culture of professional learning, with a high-quality CPD programme
- ✓ Fully resourced curriculum
- ✓ Three-week Christmas break and three 'buy back' days of extra summer holiday as thanks for contributing to the wider life of the Academy
- ✓ Visible and supportive SLT
- ✓ Modern laptops for staff and visualisers in every classroom
- ✓ Connect and unwind with regular social activities
- ✓ Access to Simply Health benefits, supporting your optical and dental care needs and including a free annual flu vaccination
- ✓ Free car parking on site
- ✓ Enjoy exclusive discounts and benefits through Edenred, including a cycle to work and discounted electric car scheme



# Staff testimonials



“Q3 Academy Great Barr is a great place to work because students appreciate you as a teacher. Often students will thank you for your lesson and I love working with them as a team. It is not just a workplace but a hub of professionals who are always happy to support and encourage others. I feel part of a family rather than one of many.”

– *Teacher of Science (2024)*

“Lots of places promote the idea of students and staff being at the very heart in all that they do. Well, come see a place that actually does that. Visit us and see the smiles, you won’t want to leave!”

– *Teacher of French (2024)*

“I am grateful for the amazing opportunity to work as a teacher at Q3 Academy Great Barr. What sets us apart is the unwavering support from all staff members, from teachers to administrators. Everyone is approachable and always willing to help, making me feel valued and appreciated. Every day is a joy to come to work.”

– *Teacher of Geography (2024)*

# Job Description

|                    |   |
|--------------------|---|
| <b>Title:</b>      | Office Manager/Executive Assistant to the Headteacher |
| <b>Reports to:</b> | Headteacher   |
| <b>Contract:</b>   | Permanent (Whole Time)                                |
| <b>Grade:</b>      | Grade 8 Grade 8 (SCP 26 – 31)                         |
| <b>Salary:</b>     | £36,124pa to £40,476pa                                |

## Job Purpose

To provide outstanding operational and executive support to the Headteacher and Senior Leadership Team, handle sensitive information and maintain confidentiality, keeping accurate records. To be committed, enthusiastic and produce high quality work, to ensure efficiencies within the Academy.

## Key Duties and responsibilities

- Provide confidential administrative support to the Headteacher, including diary management, minute taking and handling correspondence
- Manage sickness and return-to-work administration
- Ensure that all staff sign in and follow up unknown absences
- Handle parent complaints and escalations
- Maintain and update the Single Central Record
- Oversee SIMS staff processes
- Staff management of SIMS (Personnel, Pay-related details Routine, Incremental changes, System Manager)
- Oversee ordering, purchasing, and credit card transactions, PSF and Budget Monitoring Support
- Manage internal finance, HR, and payroll tasks and communication with Central Departments
- Supervise Reception operations
- Administer recruitment process
- Instruction to recruit
- Minutes of internal HR meetings
- Support new starters and the Induction process
- Lead and develop the Admin Team
- Strengthen communication and engagement through a high-impact school newsletter
- Support the School Census checking process
- Run School Workforce Census
- Manage external contracts
- Provide executive support to the Headteacher
- Minute Leadership Team Meetings
- Calendar management of the Headteacher's diary
- Internal and external Communications
- Ensure the Admin Team are well-trained and can perform their duties effectively

- Implement the Associate Staff Professional Growth system
- Complete and check website compliance
- Organise, check and follow up on Policy Schedule as per the Trust/school calendar
- Oversight of external Contracts, Cleaning, Catering, ICT and Grounds Maintenance
- Monitor and record Annual Leave for full-time Associate Staff
- Business and Emergency Continuity Plan review and refer to Headteacher and Senior Leadership Team
- Manage Academy Calendar in liaison with the Headteacher and Senior Leadership Team
- Regular communication with Operations Assistant, Site, Catering and Cleaning in relation to Academy events.
- Permanent Exclusion paperwork
- Staff Handbook updates

### **General Responsibilities**

- Comply with the Academy's safeguarding policies and procedures to ensure the wellbeing of all students.
- Participate in staff meetings, training sessions, and continuous professional development activities as required.
- Stay updated with relevant educational policies and administrative best practices.
- Adhere to all Academy policies, including those related to health and safety, confidentiality, and data protection.
- Ensure all actions contribute to a safe and efficient working environment.
- Work collaboratively with colleagues to promote a positive and inclusive Academy culture.
- Be flexible and adaptable to the changing needs of the Academy.
- Uphold and promote the ethos and values of the Academy in all interactions with colleagues, students, parents/carers, and external organizations.
- Deliver exceptional customer service to students, parents/carers, and staff in all communications.
- Contribute to the development and implementation of administrative policies and procedures to improve operational efficiency.
- Maintain a high level of professionalism and confidentiality in all interactions.
- Promote and support the Academy's commitment to equity, diversity, inclusion, and belonging in all administrative practices.
- Serve as a role model through professional conduct and demeanour.

*This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are commensurate with the grade.*

**The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.**

# Person Specification

|  | Essential | Desirable | Assessed |
|--|-----------|-----------|----------|
| <b>Qualifications</b>  |           |           |          |
| Grade C+/4+ in GCSE English and Maths or equivalent  | ✓         |           | A        |
| <b>Experience</b>  |           |           |          |
| Experience in management   |           | ✓         | A, I, R  |
| Experience working in an educational setting   |           | ✓         | A, I, R  |
| Experience working with student records systems, census, admissions, work experience, and/or exams logistics |           | ✓         | A, I, R  |
| Experience coordinating with external organisations  |           | ✓         | A, I, R  |
| <b>Knowledge and Skills</b>  |           |           |          |
| Strong IT skills, including Microsoft Office suite   | ✓         |           | A, I, R  |
| Knowledge of data protection regulations (e.g., GDPR)  | ✓         |           | A, I     |
| Ability to maintain accuracy and attention to detail   | ✓         |           | A, I, R  |
| Understanding of safeguarding policies and procedures  | ✓         |           | A, I     |
| Excellent organisational and time management skills  | ✓         |           | A, I, R  |
| Effective communication skills, both written and verbal  | ✓         |           | A, I, R  |
| Ability to work collaboratively with colleagues  | ✓         |           | I, R     |
| Ability to handle multiple tasks and prioritise workload   | ✓         |           | I, R     |
| Knowledge of admissions processes in schools   |           | ✓         | A, I, R  |
| Proficiency in IT skills (MS Team, MS Applications)  | ✓         |           |          |
| Proficiency in staff/student information systems (e.g., SIMS)  |           | ✓         | A, I, R  |
| <b>Values and Attributes</b>   |           |           |          |
| Commitment to the wellbeing of all students  | ✓         |           | I, R     |
| Professionalism and confidentiality  | ✓         |           | I, R     |
| Flexibility and adaptability   | ✓         |           | I, R     |
| Positive and inclusive approach  | ✓         |           | I, R     |
| Commitment to equity, diversity, inclusion, and belonging  | ✓         |           | I, R     |
| Exceptional customer service orientation   | ✓         |           | I, R     |
| Ability to serve as a role model through professional conduct  | ✓         |           | I, R     |

A = Application Form, I = Interview, R = Reference, O = Observation

# How to apply

To apply for this role, please submit an application form on our [recruitment portal](#).

## Key dates

|                           |  |
|---------------------------|--|
| Deadline for applications | Monday 21 <sup>st</sup> April 2025                 |
| Shortlisting              | Week commencing Monday 21 <sup>st</sup> April 2025 |
| Interviews                | Week Commencing Monday 28 <sup>th</sup> April 2025 |

## Visiting the Academy

If you would like to arrange a visit before you apply, please contact Mrs Brass, Strategic Operations Leader, at [h.brass@gbr.merciantrust.org.uk](mailto:h.brass@gbr.merciantrust.org.uk)

