



Peacehaven  
Community  
School

**Office Manager**  
INFORMATION





## CONTENTS

Peacehaven Community School	Pg 3
Welcome from Trust CEO Jon Whitcombe	Pg 5
Job Description	Pg 6
Person Specification	Pg 9
Overview of Swale Academies Trust	Pg 10
Application Process	Pg 11
Safeguarding	Pg 12



Dear Applicant,

I am delighted that you are interested in leading our exceptional team at Peacehaven Community School into the next phase of its journey. I hope you will take a look at our [PCS Website](#) and [PCS Prospectus](#) as well as taking the time to consider the information enclosed with this letter.

Peacehaven Community School is a proudly comprehensive and fully inclusive school. This means diverse teaching opportunities, providing for students with a very broad spectrum of need. It includes a Special Facility with a Speech, Language and Communication specialism.

Standards of teaching and learning at Peacehaven Community School are high. There is a consistent approach to lesson planning, teaching and marking at the school and an explicit focus on differentiation and quality of work in books. At the heart of our vision for the school is a relentless drive to ensure that all pupils make good progress in every subject. Our curriculum is broad and balanced, offering courses to suit pupils of all abilities.

Peacehaven Community School was judged as "Good" by Ofsted in October 2018. The school has gone from strength to strength in recent years and is proudly oversubscribed at Key Stage 3. We are committed to securing excellence in learning and progress for all students through exciting and stimulating teaching, and a rich curriculum which encourages a love of learning. We want all students to have high expectations of themselves and to develop as enthusiastic, creative and positive young people who display good personal, social, emotional and spiritual development.

At Peacehaven Community School, we know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised. Our motto is 'Aspire, Achieve, Believe' where achievement is a focus for all. We encourage students to aspire and be their best. We promote self-confidence and belief, supporting students to face the challenges future life brings, alongside an awareness and understanding of the values of our society and other cultures. We seek to celebrate our pupils' talents and skills at every opportunity and are proud of what we achieve together as a school community. To achieve our vision, we place the recruitment, retention and professional development of excellent teachers as a top priority.

Peacehaven Community School is located in the town of Peacehaven, seven miles from the vibrant town of Brighton, situated on the south coast above the chalk cliffs of the South Downs. Our modern, well equipped building has exceptional facilities offering an inspiring modern learning environment, with well resourced classroom spaces.

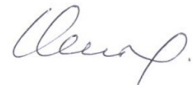
Peacehaven Community School has a traditional family culture combined with an ambitious ethos for excellence. It is part of a very exciting multi-academy trust focused on school improvement, collaboration and continuous learning. Swale Academies Trust is currently made up of sixteen other schools, both primary and secondary, located in East Sussex and Kent. The Trust provides unparalleled opportunities for professional development and will grow further in the future.

Peacehaven Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R Henocq'.

Ms Rachel Henocq  
Headteacher

A handwritten signature in black ink, appearing to read 'Liza Leung'.

Ms Liza Leung  
Executive Headteacher

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

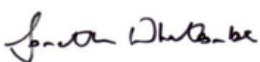
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe  
Chief Executive Officer



# JOB DESCRIPTION



**Job Title:** Office Manager  
**Salary:** SAT 7  
**Responsible to:** Headteacher

## **Main Purpose:**

To provide high-level administrative and organisational services to the school under the direction of the Headteacher and senior staff. To oversee the administrative function of the school.

## **Main duties and responsibilities (Accountabilities):**

### **Support to the Headteacher**

- Provide administrative support to the Headteacher, Executive Headteacher and other members of the Senior Leadership Team as requested.
- Cater for the Headteacher's internal meetings, taking messages, liaising with pupils, parents, staff, governors and external agencies and fronting difficult situations before referencing to the Headteacher.
- Act as a first point of contact for visitors, staff and pupils who have a meeting with or wish to speak to the Headteacher.
- To liaise, with tact and diplomacy with other school staff and others outside the school, particularly parents and representatives of the Local Authority and the local community generally.
- Arrange hospitality and refreshments for Headteacher's visitors, meetings and school events as requested.
- Production of reports / School Improvement Plan as required for Governors and senior staff and any other relevant paperwork.
- Maintain an up-to-date register of all school-level policies.
- Coordinate and log Freedom of Information Requests and Subject Access Requests, in liaison with the Data Protection Officer / Data Lead.
- Manage and coordinate complaints, both written and verbal, in relation to the complaints procedure.
- Attend and take minutes of any other meetings as requested by the Headteacher.
- Process exclusion letters, reporting to the Local Authority as appropriate and holding accurate records.
- Process Continuing Professional Development requests for staff in liaison with senior staff, ensuring that accurate records are kept.
- Assist with the coordination of school evening events, liaising with staff members to ensure events maintain a consistently high standard.
- To liaise with the local media and press as required.
- Dealing with queries – especially in the absence of the Headteacher and liaising with other members of the Senior Leadership Team to act in the Headteacher's absence.



# JOB DESCRIPTION



## **Liaison with Trust Human Resources**

- Advise daily and continued absences to the Human Resources team.
- Arrange return to work interviews for the Headteacher and other senior staff.
- Ensure personal absence requests are authorised and sent to the Human Resources team including any pay implications.
- Forward completed and authorised pay claims to the Human Resources team.
- Support senior staff with completing inductions and arrange probation reviews.
- Undertake face-to-face right to work checks (identity check) and qualifications during interviews.
- In strict adherence with the Keeping Children Safe in Education document, undertake appropriate checks on contractors, volunteers, work experience, third party staff and agency staff and update the Single Central Record.
- Undertake occasional DBS checks (usually completed by the Human Resources team).
- Plan and administer interview schedules in liaison with the Headteacher and candidates.
- Forward written authority for staff appointments, variations and terminations to the Human Resources team.

## **Office management**

- Line management of the administration team, completing necessary performance management reviews (setting objectives and appraisals).
- Support Senior Leadership team with the recruitment of support staff across the school.
- Provide necessary training to the administration team to enable them to carry out their roles.
- Ensure that administrative and clerical tasks are undertaken in accordance with agreed policies, procedures and appropriate legislation.
- Process forms, returns, etc., including those to outside agencies.
- Oversight of all work into the office, determining priorities and delegating duties to staff as appropriate, ensuring deadlines are achieved.
- Contribute to the planning and development of administrative procedures and systems.
- Oversight of the production of the school calendar.
- Update manual and computerised records / management information systems.
- the school's safeguarding procedures.



# JOB DESCRIPTION



- Managing all aspects of the school reception service, providing guidance on regulations and procedures in relation to signing in / out visitors and following the school's safeguarding procedures.
- Carry out administrative tasks linked to Finance including supporting the development of central services.
- Liaise with parents, staff, pupils, outside agencies, visitors and lettings, lead and organise hospitality.
- Perform additional administrative tasks as requested by the Head of School.
- Take ownership of own personal and professional development.
- Comply with the requirements of health and safety, other relevant legislation and all school policies.

## **Clerking for the Governing Body**

- Prepare agendas for the Governing Body meetings in consultation with the Chair and Headteacher.
- Attend and take accurate notes of meetings.
- Maintain attendance records and receive apologies to ensure that comprehensive minutes are retained. Ensure that public copies of minutes are made available at the school for inspection on request.
- Receive correspondence on behalf of the Governing Body and ensure necessary action is taken.
- Issue letters of appointment and declarations of interest to Governors and maintain records of committee membership and their terms of reference.
- Arrange for welcome packs to be sent to newly appointed Governors.
- Liaise with the Chair regarding governor elections to ensure that membership of the board is in accordance with requirements.
- Minute employee hearings / appeals conducted by Committee panels as necessary and promptly distribute notes to attendees.

## **Promotion of School Values**

- Play a full part in the life of the school community, supporting its mission and ethos and encourage staff and pupils to follow this example.
- Actively promote the Trust's corporate policies.
- Contribute to whole school events as and when required.
- Support and contribute to the school's commitment to safeguarding all pupils.
- To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.



# PERSON SPECIFICATION



	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>Level 2 qualifications (or equivalent) including English and maths at least grade C.</li> </ul>	E
	<ul style="list-style-type: none"> <li>NVQ Level 3 in Business Administration.</li> <li>Degree in related subject area.</li> <li>RSA Word processing Level 2/3 (Typing speed 60 wpm).</li> </ul>	D D
Experience	<ul style="list-style-type: none"> <li>Proven experience of ability to work calmly and professionally under pressure.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of development, management and operation of administrative systems.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of working in a similar administrative role in a school setting.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of organising meetings, writing agendas and producing accurate concise minutes.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of using a Management Information system.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of using Microsoft PowerPoint to a high standard.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven experience of working as a PA or Secretary for a senior manager.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of supervising staff, including managing the performance of others.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Significant experience of performing all aspects of administration at senior level.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Significant experience of minute taking.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of planning and coordinating meetings in line with diary management.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Understanding of Confidentiality, Data Protection and Records Management legislation.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Knowledge of Equality and Diversity and an understanding of issues faced by the vulnerable.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Significant experience of a similar role in an education environment.</li> </ul>	D
	<ul style="list-style-type: none"> <li>Experience of financial management.</li> </ul>	D
	<ul style="list-style-type: none"> <li>Experience of coordinating events.</li> </ul>	D



# OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust – Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management



## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on [swale.at](http://swale.at) website. Completed forms can be sent to [liz.fulker@swale.at](mailto:liz.fulker@swale.at) or by post to the following address:

Mrs Liz Fulker,  
Peacehaven Community School,  
Greenwich Way,  
Peacehaven  
East Sussex  
BN10 8RB

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence.
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST  
ASHDOWN HOUSE  
JOHNSON ROAD  
SITTINGBOURNE, KENT  
ME10 1JS

COMPANY NUMBER: 7344732