



PUDSEY
GRAMMAR SCHOOL
EST.1905



Office Manager
SO1 £27,741 - £29,577 FTE
(actual salary £24,442 - £26,645)

37 hours per week
Monday to Thursdays 8.00am - 4.00pm
Fridays 8.00am – 3.30pm
Term time only plus 10 days
To start as soon as possible



PUDSEY
GRAMMAR SCHOOL
EST.1905

Contents

1. Introduction from the Headteacher
2. Information on the post
3. Job description
4. Person specification
5. Enhanced disclosure
6. School Location and Travel Information

Introduction from the Headteacher

Thank you for the interest you have shown in the post of Office Manager at our school. This is an excellent opportunity to join our dynamic Administrative Support Team.

Pudsey Grammar School is a heavily oversubscribed mixed comprehensive secondary school located in the heart of the market town of Pudsey. Situated between Leeds and Bradford the town has always valued its independence from its two larger neighbours. The school has a long and proud history stretching back to 1905. The school has 1200 students with a thriving and expanding Sixth Form of over 250 students all taught in a state of the art building. The innovative and unique style of the building creates a calm atmosphere very different to many secondary schools.

I was appointed in 2014 and since then we have received a letter from Amanda Spielman (HMCI Ofsted) which stated we 'have transformed all aspects of the school.' This assertion was further underlined in 2018 when the increase in our exam results resulted in the school being the most improved school in Leeds and one of the most improved in the country (we were delighted to follow these achievements up with our best ever GCSE exam results in 2019 which were above the national average). The pattern of improvement continued in 2020 with our Year 11 students achieving grades, which were outstanding. The school had a highly successful Ofsted inspection in April 2019 and was judged as good in all areas including our sixth form.

Despite the challenges of the global pandemic, we have continued to innovate. Immediately prior to the March lockdown in 2019, we provided laptops and 4G wifi to all families who were not online. This allowed us to provide online work for all students for every lesson - this led to a high level of engagement from students. We also made over 700 phone calls a week to keep in touch with students and their families, we paid families whose children received free school meals directly from the school budget rather than waiting for the voucher system and we piloted live lessons. As a result, we were one of only three secondary schools across the city who were selected to share their good practice by Leeds City Council.

In addition to the work during the pandemic, we also started the complete redesign of our curriculum. This is an exciting three-year project and we have successfully completed the first year. With further exciting innovations planned and/or delivered for 2021, including the creation of 20 new posts in the school.

We are aiming to be a centre of excellence by 2023 and every indicator we have shows that we are on track to achieve this goal. Continuing to recruit high calibre staff is a key priority of our strategy.

The following passages are taken from the 2019 Ofsted report.



PUDSEY GRAMMAR SCHOOL

EST.1905

“The Principal leads the school with passion and determination.”

“Behaviour, both in lessons, and about the school, is good. Pupils treat each other and adults with respect.”

“Strong leadership, at all levels, is at the heart of this school’s success. An effective team of senior leaders very ably supports the Principal. The Principal describes the middle leaders as the ‘engine room of the school’ and they are indeed a real strength.”

“Staff morale is high. Staff, at all levels, have embraced the changes and are proud to be part of a successful school.”

The school has a long tradition in the town, being established as Pudsey Grammar School in 1905. Although the school is taught in a state of the art building, our core values of respect, resilience, integrity, compassion and ambition are highly traditional and are based on the goal of ensuring that every student reaches their true potential.

Our school is not just about the students gaining knowledge and qualifications, although these are extremely important. We believe in teaching young people core values of decency, social skills and how to be a good citizen in an ever changing world. We want their character to develop and grow and for them to leave us with an inquiring and independent mind. We want our students to gain the best qualifications they are capable of whilst experiencing a range of opportunities which are second to none. As a result, the school is extremely popular with our community and is significantly over-subscribed every year.

Our Sixth Form, which is rated as good by Ofsted, has grown in recent years and we now have over 250 Post-16 students studying at Pudsey Grammar. We have a strong tradition of ensuring students access the best universities including Oxford and Cambridge.

Our staff show exceptional dedication and commitment to our students. Relationships in the school are extremely strong and this underpins the ethos of the school. We pride ourselves in the care and support that we give our staff and as a result there is a real team spirit in the school where people enjoy being part of our school community. Teaching and learning is the key focus of the organisation and everything that we do is designed to ensure that the classroom experience for the students is excellent. We are currently redesigning our curriculum to ensure that the education we offer is second to none.

We offer fantastic support and professional development to staff which ensures that everyone is equipped with all the necessary skills to be an excellent practitioner and deliver a first class education to all students.



PUDSEY GRAMMAR SCHOOL

EST.1905

The school is a foundation Trust school and our partners include global companies such as M&S, HSBC bank alongside leading local business and training provider, Appris. These high quality links allow our school to offer excellent careers opportunities to students across the ability range. As a result the school has 0% NEETs at Year 11.

We are currently part of the Red Kite Teaching Alliance which is providing outstanding opportunities and CPD for all of our staff. Subject Leaders attend their Collaborative Learning Groups, which allows them to network and share best practice. This is further disseminated through the school via regular department meetings and weekly Teaching & Learning briefings.

This clearly is an exciting time to join our school.

If you have a desire to work in one of the most exciting and rewarding schools, which will also provide you with excellent development opportunities, please complete the application form. Any further details can be obtained directly from Helen Frost: recruitment@pudseygrammar.co.uk or our website www.pudseygrammar.co.uk

Mark McKelvie
Headteacher
Pudsey Grammar School

Details of advert

We are seeking an enthusiastic and professional individual to join our dynamic Administrative Support Team as we continue to drive the support services of the school forward.

The Main Office is the engine room of the school and provides a multitude of critical support to various stakeholders both internally and externally. The purpose of the Office Manager is to orchestrate the smooth and efficient running of the Main Office and to promote and deliver administrative and customer services at the highest standard.

If you have any questions about the role or want to find out more information, please contact Helen Frost by email at h.frost@pudseygrammar.co.uk

Why work at Pudsey Grammar School?

- Be a part of our rapidly improving school.
- Have the opportunity to play a key part in the continuing transformation of the school.
- The desire to join a dynamic and enthusiastic team of support staff who are supporting teaching and learning to ensure our students are successful in every way.



**PUDSEY
GRAMMAR SCHOOL**
EST.1905

- Be part of a supportive organisation which prides itself on high standards for staff and students.
- Work in an award-winning state of art building.

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors and volunteers to share this commitment.

Application Process

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically in Word or PDF format to Helen Frost at recruitment@pudseygrammar.co.uk. Please be aware that we do not accept Curriculum Vitae's.
- In support of your application you may include a covering letter. This should be in addition to the completed application form.

Closing date for applications: Friday 10th December 2021 at 12.00 noon

Interview date: Wednesday 15th December 2021



**PUDSEY
GRAMMAR SCHOOL**
EST.1905

Job Description

Post Title:	Office Manager
Reporting to:	Business Manager – Overall responsibility of the business function within the school PA to the Headteacher – Direct Line Manager
Responsible for:	Receptionist and Administrative Assistants
Working time:	37 hours per week Mondays to Thursdays 8.00am – 4.00pm Fridays 8.00am – 3.30pm Term time only plus 10 days
Salary/Grade:	SO1 £27,741 - £29,577 FTE Actual salary £24,442 - £26,645
Core purpose of the role:	<ul style="list-style-type: none"> • To co-ordinate and oversee the smooth running of the Main Office. • To ensure that the Office Administrative Team provide a high quality administrative and customer service to internal and external stakeholders. • To ensure the high standard of professional conduct of all staff in the office.
Main Duties:	Office Manager <ul style="list-style-type: none"> • To be responsible for ensuring key policies are followed and carried out by office staff (e.g. Communications Policy). • To directly manage and quality assure the work of the office team on a day to day basis. • To provide day to day line management of office staff, including the appraisal system.



**PUDSEY
GRAMMAR SCHOOL**
EST.1905

- To manage the workload and delegation of tasks to the office team.
- To prioritise work for the office team to meet conflicting deadlines.
- To maintain accurate records and track progress of workloads.
- To undertake with complete discretion and in confidence tasks as directed which may be of a sensitive and confidential nature.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the relevant person.
- To oversee the smooth running of the Reprographics room, ensure that the machines are in good working order at all times, report issues to the Service Desk and maintain an organised environment.
- To anticipate termly demands and plan ahead accordingly (e.g. trial examination photocopying, rewards store, Year 6 transition day etc).
- To lead regular office meetings to identify forthcoming events that require office support, ensure office staff work capacity is monitored and distributed appropriately and promote a positive working environment.
- Maintain student records using the school's SIMS system.
- To oversee the greeting of visitors to ensure that the first impression of the school is to the highest level.
- To take responsibility for dealing with more complex enquiries/challenging visitors/callers from internal and external partners as required and escalate according to the school's communication processes.
- To be responsible for the day to day operation of safeguarding processes for internal and external visitors.
- To be responsible for students entering and exiting the building in accordance with safeguarding processes.
- To oversee and monitor the school's email account to ensure a prompt flow of email communication in accordance with the school's Communications Policy.
- To oversee and monitor the office team to ensure a high level of customer service when



**PUDSEY
GRAMMAR SCHOOL**
EST.1905

	<p>dealing with telephone enquiries in accordance with the school's Communications Policy and to ensure that internal and external calls are answered keeping within a three rings policy.</p> <ul style="list-style-type: none">• To oversee and monitor high priority incoming telephone calls and deal accordingly, particularly in relation to the Headteacher.• To oversee and monitor the school's internal and external postal system to ensure a prompt flow of communication.• To identify high priority incoming correspondence and deal accordingly, particularly in relation to the Headteacher.• To co-ordinate the school's Parentmail school to home communication system.• To oversee the registering of students in Out of School Clubs, ensure that accurate records are kept in the office relating to clubs that are taking place, where the clubs are taking place, student attendance and liaise with parents/carers relating to enquiries as required.• To oversee and monitor the conference and meeting room booking system.• To be responsible for the training of administrative staff with regard to office systems and procedures to ensure a high standard of service.• To support the school's key priority to tackle climate change by improving and promoting a more sustainable office environment.• To oversee the distribution, collection and cleaning of spare school uniform and to ensure that sufficient supplies are available at all times.• To manage lost property within the school, including liaising with parents/carers and ensuring stock levels are monitored within school.• To oversee the monitoring/ordering of stationery, printing and paper supplies in the Main Office.• In the event of a fire, fire drill or evacuation, to be responsible for the Inventory system by identifying visitors, Sixth Form students in/out of the building, identifying late students, students who have been signed out of the building throughout the day and reporting to the relevant senior Fire Marshall.• To lead on the performance management cycle for office based staff, ensuring that the school policy/processes and timescales are adhered to.
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**PUDSEY
GRAMMAR SCHOOL**
EST.1905

	<p>Admissions</p> <ul style="list-style-type: none">• To provide administrative support to the senior members of staff with responsibility for student admissions.• To monitor and maintain accurate records relating to the school's admissions process.• To liaise with parents/carers regarding the admissions process as required. <p>Exclusions</p> <ul style="list-style-type: none">• To provide administrative support in relation to the exclusions process.• To liaise with the relevant members of staff regarding the details of the exclusion in order to complete and process official documentation and to ensure that official documentation is safely and securely delivered to Leeds City Council Exclusions Team.• To liaise with the Headteacher's PA to identify a suitable meeting time for the relevant senior member of staff to lead the readmittance meeting, notify the Year Leader of the details and make arrangements for a suitable meeting space.• To monitor and maintain accurate records relating to the school's exclusions. <p>Governor Support</p> <ul style="list-style-type: none">• To provide administrative support where required to assist the school governors.• To prepare, collate and distribute relevant paperwork to governors, key stakeholders and the clerk in a timely manner in preparation for governor meetings as directed.• To arrange hospitality for meetings as required.
Manage Own Performance and Development	<ul style="list-style-type: none">• Participate in appraisals in line with the school performance management process.• Demonstrate a commitment to continuing professional development.



**PUDSEY
GRAMMAR SCHOOL**
EST.1905

Wider responsibilities:

- Be aware of and comply with policies and procedures relating to child protection /safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person.
- To share responsibility for student welfare.
- Comply and assist with the development of policies and procedures relating to area of responsibility as required.
- Develop effective professional relationships with others.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's equal opportunities policies and practice.
- Maintain the confidential nature of information relating to the school, its students, parents and carers acting in accordance with the principles of the GDPR and the Data Protection Act 2018 at all times and ensuring that office procedures adhere to the Data Protection Act and GDPR requirements at all times.
- Contribute to and support the overall life, work/aims and ethos of the school.
- Attend and participate in relevant meetings as required.
- Undertake additional duties as reasonably requested by senior staff.
- Assist with promoting the school with occasional evening events such as Open Evenings.

Any Special Conditions of Service:

The school operates a no smoking policy.



**PUDSEY
GRAMMAR SCHOOL**
EST.1905

Statement:

The school is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

This job description is to assist staff joining Pudsey Grammar School to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.

Please note the successful applicant will be required to undertake a six-month probationary period in line with the current school policy for recruiting support staff.

Pudsey Grammar School is an equal opportunities employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the school's services.

Pudsey Grammar School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade in line with the school's changing needs.

Dated: 30/11/2021



Person Specification

KNOWLEDGE/QUALIFICATIONS	Ess	Des
GCSE English and Maths (A to C/9 to 4)	*	
Relevant management qualification and/or NVQ Administration Level 3 or above		*
Knowledge of Word, Excel, SIMS and Parentmail packages.		*
Willingness to pursue further professional development through training.	*	

EXPERIENCE	Ess	Des
Experience of working in a busy environment (experience of working in a school environment would be advantageous).	*	
Able to lead a team	*	
Excellent interpersonal skills and communication skills	*	
Highly developed planning and organisational skills and the ability to delegate appropriately	*	
Lead and manage change	*	

SKILLS	Ess	Des
Ability to work independently and with initiative, identify priorities and manage own/others workload in order to meet deadlines.	*	
Ability to develop and maintain efficient record keeping systems.	*	
Ability to problem solve.	*	
Ability to communicate with a range of different people.	*	
Ability to work with accuracy and under pressure.	*	
Ability to use spoken and written skills to communicate with adults and children in an appropriate manner.	*	
Ability and willingness to work co-operatively as part of a team.	*	
Maintain confidentiality with both written and verbal communication.	*	
Flexible and willingness to be adaptable in addition to being accessible, approachable and demonstrating an enthusiastic attitude	*	



**PUDSEY
GRAMMAR SCHOOL**
EST.1905

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*	
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies.	*	
To display a responsible and co-operative attitude to working towards the achievement of the school's aims and objectives.	*	
An ability to respect sensitive and confidential work.	*	
Commitment to own personal development and learning.	*	

Enhanced Disclosure

Thank you for your interest in this post at Pudsey Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.



PUDSEY GRAMMAR SCHOOL

EST.1905

School Location and Travel Information

Pudsey Grammar School
Mount Pleasant Road
Pudsey
Leeds
LS28 7ND

Tel: 0113 2558277

www.pudseygrammar.co.uk

Instagram/Twitter/Facebook - @PudseyGS

