



part of the



A specialist school for young people with Social, Emotional and Mental Health needs, with a specific focus on neurodivergent learners  
Aged 4-16

**Office Manager**  
**Full Time Contract / Full Year**

**Salary Band - £22,883 -£26,984**

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For further information or to request a meeting or telephone call with the Headteacher email - [admin@theyestrust.org](mailto:admin@theyestrust.org) / Tel: 01260 490042

Dear Applicant

Thank you for your interest in becoming part of the brand-new team at The Keystone Academy, Shrewsbury.

We are seeking an organised, efficient and motivated Office Manager to help establish our school and act as a key member of our team. The role will develop as our school grows so flexibility and adaptability are key, alongside a desire to work in a unique educational setting. In return you will be part of our inclusive and vibrant team from day one.

If you feel that The Keystone Academy may be the right place for you, we hope you will consider applying for the post.

I will be more than happy to have an informal conversation if you have any questions, so please do get in touch via [admin@theyestrust.org](mailto:admin@theyestrust.org) / Tel: 01260 490042.

Yours sincerely

Mrs Ali Bellaby  
Headteacher

## The Keystone Academy Recruitment and Selection Process

You are asked to complete the Youth Engagement Schools Trust application form (available on the School and Trust websites)

<https://thekeystoneacademy.org/vacancies/>

<http://theyestrust.org/vacancies/>

You are asked to include as part of, or separate from the application form, a letter of application that addresses the items listed on the attached Person Specification & Assessment Criteria. Please keep this letter brief and to the point (maximum 2 pages). **CVs will not be accepted, so please do not send in, or refer to one.**

You are asked to return your application form & letter of application by email to:

[admin@theyestrust.org](mailto:admin@theyestrust.org)

The deadline for applications is:

Time Line for Assessment and Selection Process	
Advertising window	<b>From 6<sup>th</sup> May 2022</b>
Closing date for applications	12 noon on 9 <sup>th</sup> June
Opportunity for informal discussions with Headteacher	By appointment
Shortlisting of candidates for interview days	10 <sup>th</sup> June 2022
Interviews	W/C 13 <sup>th</sup> June 2022

## The Keystone Academy Educational Vision

The Keystone Academy brings together the vision of the YES Trust with that of Shropshire Local Authority, aiming to provide an excellent specialist school for students with SEMH, including those with neurodivergent needs. We will develop a truly passionate team that will gain a strong local understanding around working processes and support networks based in Shropshire and will strive to work very closely with the Local Authority.

### Moral purpose

The Keystone Academy and the wider Trust, strive for equity - providing exactly what each learner needs, maximising their potential and fostering an unwaveringly positive outlook that is healthy and vibrant for all.

### Vision

To support all vulnerable learners, raising their aspirations through high quality engaging education which empowers and liberates their futures.

At The Keystone Academy, we believe that:

- Learning should be exciting and purposeful
- Every student should have the opportunity to reach their full potential, whatever that may be, regardless of their abilities, needs, disposition or background
- Neurodivergence should be celebrated and seen as a strength
- Nurturing the whole child prepares them for success and happiness in school and life
- Creating a safe and respectful environment enables students to learn best
- Working in collaboration, with students, families, staff, agencies, and the local community, we can overcome challenges and achieve great things

This vision will enable us to ensure that all students will leave The Keystone Academy happy, well-balanced, life-long learners who are well prepared for their future beyond school. The bespoke curriculum for academic, vocational as well as social and emotional learning, will allow and encourage all students to progress towards high quality destinations. We will nurture our learners to acquire a repertoire of skills and knowledge anchored around their personal pathways. Students will be supported to achieve their highest possible outcomes, enabling them to realise their hopes and dreams.

**'Keystone'** represents far more than just a name for a school. It neatly summarises our vision for the Academy, and expresses the ethos for the education we strive to provide; an ethos focused on positive achievement and success at every stage. A keystone in a literal sense is the main stone that holds complex structures together and we see our role with this school as a figurative keystone for children, families, support services and wider life ambitions. By adopting this keystone approach, we will ensure the core focus is child centred, with full support, providing real life opportunities.

## **The Keystone Academy**

### **School Office Manager Job Description**

#### **Reports to:**

Headteacher

(Day-to-day working relationship with the Director of Business)

Responsible for: Receptionist/ admin support where appropriate

#### **Purpose of the Role:**

To establish and provide a comprehensive and effective administration and office support to the school, being responsible for the day to day running of the school office and site functions.

The postholder will be expected to provide the main point of contact for parents and visitors, ensuring communication channels are effective.

#### **Duties and Responsibilities:**

Administration:

- To manage the school's administrative systems in line with Trust policy and guidelines
- To establish and manage systems and procedures for all the administrative needs of the school e.g. letters, e mails out to parents within agreed deadlines, brought forward and filing systems, etc.
- To manage and update the school's calendar, organise and schedule meetings, book courses, arrange travel and book accommodation
- To receive and welcome visitors and parents/carers in a professional manner and providing refreshments as required
- To receive the school's incoming telephone calls, respond to queries and provide general information about the school as appropriate. Ensure an appropriate system is in place to efficiently deal with requests/ take messages
- To co-ordinate the collection, entry and extraction of data required to complete statutory returns by the timescales set by DFE/EFA
- To monitor the use of the school's stationery and equipment.
- To remain conversant with the Head Teacher's workload on an ongoing basis, whilst actively supporting the Head Teacher in discharging day-to-day school matters and queries. This will involve undertaking roles and tasks (with minimal supervision) that require an in-depth understanding of methods, systems and processes over a range of procedures. Additionally, to undertake drafting of detailed reports, information and related correspondence as required on behalf of the Head Teacher
- To provide mentoring support, key training and direct/manage workload of any other administrative staff.
- To manage and update on a regular basis relevant content of the school website

#### Attendance:

- Manage school entry system for staff, printing reports as requested by HT/ Governors and identifying any issues which arise
- To update the school MIS system with pupil attendance information on a daily basis
- To make absence calls, monitor children's absence and ensure reasons are received for any unknown absences or they are reported to the Headteacher
- To establish and maintain a record keeping system to record all late arrivals/ departures of children during the school day
- to maintain the attendance of all school staff and enter all absence on the MIS system.

#### Admissions:

- Co-ordinate all areas related to admissions and primary/secondary transfer processes
- Ensure the school's admissions system is maintained and kept updated
- Ensure all on-going admissions are chased and completed
- To develop and supervise the maintenance and accuracy of manual and computerised records including via the school MIS (sometimes initiating and implementing change) and support efficient school management

#### Financial Management and Accounting:

- To source and order goods and services at 'best value' and in line with delegated authority. Seek approval where the purchase is in excess of this delegated authority
- Enter purchase orders onto the financial information system
- Log and record all delivery notes and link them to the approved order in line with the agreed procedure
- Manage the process for payment of all original approved purchase invoices
- Keep detailed records and logs and manage a system for voluntary contributions from parents – liaise with Trust Director of Business to ensure correct accounting entries are observed
- Keep detailed records and logs and manage a system for dinner money payments where appropriate. Liaise with the Catering provider over the number of meals to be provided and manage the collection of any outstanding debt due from parents/carers in line with the debt management policy
- Assist, and lead where appropriately, with the implementation and management of the cashless income system including setting up parents, reconcile accounts and payments
- To manage approved expenses claims from staff for payment according to the agreed procedure
- To support the Trust and Headteacher with bids for funding to secure additional funding for the school
- Ensure gas/electricity/water meters are maintained and read at monthly intervals
- To assist the Headteacher, Director of Finance and other YES Trust staff with budget monitoring
- Ensure community lettings are agreed and invoiced in a timely manner and debts are chased up in line with the Trust's policy

#### HR

- Maintain and manage the school's Single Central Record
- Manage the personnel function for the school including pre-employment checks for new staff and issuing contracts for employment.

- Manage staff absences ensuring all absences are recorded, all certification forms are completed, return to work meetings are conducted and the Headteacher is informed of any staff reaching trigger points.
- Provide termly absence return to the Trust
- Maintain confidential staff records and ensure that staff records are kept up to date and ready for inspection by Ofsted/Safeguarding.
- To assist where appropriate, the monthly payroll update by adding new staff, removing leaving staff, listing contract variations and overtime for authorisation by the Headteacher – working with the Trust HR function
- Manage recruitment and administration concerning appraisals, and training of all support staff reporting to this post.
- Provide advice to the Headteacher and coordinate advice from Trust HR specialists.

#### Safeguarding:

- Manage and co-ordinate the updating of the single central register on at least a weekly basis.
- Manage DSB checks/Barring Lists/ entitlement to work checks
- Keep a record of all relevant documents/ CPD certificates etc. and upload onto MIS and SCR where appropriate
- Devise and maintain a system/procedure for visitors to the school

#### Health and Safety:

- Be aware of and comply with policies and procedures relating to safeguarding; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.
- Make sure school security and health and safety policies are in place and followed
- Oversee all Health and Safety and compliance tasks and carry out the duties of a 'site manager' - NB, school site is very small and there will not be the expectation for the successful candidate to take on maintenance work. It will mainly be organising contractors and managing paperwork.
- Oversee the completion of all risk assessments both premises and HR based
- Manage any 'reasonable adjustments' under Equality Act 2010 needed for staff or pupils
- Complete regular H&S walk and produce a report for H&S meeting
- Lead regular H&S meetings with the Headteacher, recording concerns and advise H&S Governor with the minutes of these meeting, ensuring all standards are met
- Manage education visit procedures and ensure all relevant insurances are in place

#### Fire Safety:

- Ensure there are clear procedures in place for evacuation – plans, grab boxes, registers etc.
- Ensure induction given to all staff, fire wardens trained etc.
- Ensure there is a regular fire drills programme in place – record kept of drills and any issues addressed

#### First Aid:

- Order stock needed for first aid treatment
- Ensure there is a suitable location for the administration of first aid and keep this are tidy
- Ensure there are suitably qualified staff to provide first aid for children
- Ensure first aid training requirements are kept up to date



#### Premises:

- To manage the maintenance of the School's Asset Register
- To record the disposal or sale of any equipment in line with the relevant procedure
- To manage the loan of any of the school's assets and ensure the relevant documentation is completed in line with the relevant procedure.
- To open and lock up the premises when necessary
- To manage bookings and marketing of community lettings

#### Business Continuity

- Ensure the Business Continuity Plan is kept up to date, updating information when necessary
- Assist with any exercises designed to test the effectiveness of the Business Continuity Plan

#### Extended Schools Activities:

- To undertake the duties as specified in the extended school's procedures.
- To liaise with the Trust over the income collection and recovery of outstanding debts

#### General:

- Promote equality, diversity and inclusion and demonstrate this within the role.
- To be jointly responsible for promoting and safeguarding the welfare of pupils
- Actively engage in team meetings and contribute to improving teaching and learning for pupils and the School Development Plan
- To acknowledge the need for and practice confidentiality, in regard to handling sensitive information pertaining to pupils, staff or school matters/issues.
- Demonstrate a commitment to the aims and vision of the YES Trust.
- Undertake any other duties commensurate with the post as agreed with the Headteacher

**The YES Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Child safety recruitment procedures operate and appointment is subject to satisfactory references, enhanced DBS, qualifications check and all other relevant employment checks.**

## Office Manager

Accountable to: Headteacher

### PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Qualifications/ Education	<ul style="list-style-type: none"> <li>1x A Level (or equivalent) and 5 x A*-C GCSE or equivalent to include English and Mathematics (essential)</li> <li>Evidence of professional development in a school setting</li> <li>Willingness to work towards appropriate professional qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>Degree in a relevant/transferable field</li> <li>CSBM or DSBM (desirable)</li> <li>CIPD or ISOH (desirable)</li> <li>AAT or CIPFA Financial Reporting for Academies, other Finance Qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Application/Interview/ Certificate</li> </ul>
Experience	<p>Proven experience:</p> <ul style="list-style-type: none"> <li>Good level of IT competency (essential)</li> <li>Competency in MS Office suite of applications (essential)</li> <li>Familiarity with a range of ICT systems and databases</li> <li>Working knowledge of a range of administration procedures (essential)</li> <li>Working knowledge and experience of financial procedures and processing (invoices, receipts, banking)</li> <li>Working knowledge of HR procedures – monitoring staff absence, overseeing inductions, DBS checks, obtaining references, etc.</li> <li>Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, children and other professionals (essential)</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of law with regard to health and safety legislation, contracts, Freedom of Information Act, copyright and data protection.</li> <li>Experience using Access Finance and Arbor MIS</li> <li>Experience in managing school census returns</li> </ul>	<ul style="list-style-type: none"> <li>Application/ Interview/ References</li> </ul>

Professional /Personal Skills	<p>Proven ability to:</p> <ul style="list-style-type: none"> <li>• Present a professional yet friendly appearance</li> <li>• Inspire others with confidence</li> <li>• Communicate effectively to groups and individuals, orally and in writing</li> <li>• Resolve conflict through active listening and negotiation</li> <li>• Demonstrate a flexible approach and a willingness to listen to others</li> <li>• Good organisational skills</li> <li>• Remain calm when working under pressure.</li> <li>• Ability to show patience and empathy</li> <li>• Protect sensitive data and work with data protection standards and GDPR.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of coaching and/or mentoring</li> <li>• Able to effectively resolve personnel issues</li> <li>• Training and understanding of child protection</li> </ul>	<ul style="list-style-type: none"> <li>• Application/ Interview/ References</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Commitment to the school's ethos, aims and its whole community (essential)</li> <li>• Commitment to the highest standards of child protection and safeguarding (essential)</li> <li>• Excellent interpersonal and communication skills (essential)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Application/ Interview/ References</li> </ul>
Other Requirements	<ul style="list-style-type: none"> <li>• Positive recommendation from present employer</li> <li>• Satisfactory attendance record</li> </ul>		<ul style="list-style-type: none"> <li>• Letter</li> <li>• Reference</li> </ul>

The successful candidate would be expected to maintain a well-organised, creative, safe and friendly environment for living and learning and hence enhance the ethos of the school. Candidates are asked to address as many of the person specifications as possible in their application.



At the Yes Trust, we believe our aims and vision for our students and their carers are best achieved through supported and valued team members. We offer the following benefits to all Trust employees from their first day with us:

- Access and support with training and CPD
- Specialist training where required
- Free lunch at school
- Free parking
- Nursery benefits
- Car purchase salary sacrifice scheme
- Education Mutual – access to free face to face counselling, physiotherapy, nurse help-line, prescription service whenever you need it
- Perkbox
  - A huge range of discounts, free gifts, perks including shopping, eating out, holidays
  - The wellness Hub – access to a variety of practical and useful resources
  - Medical – on-line GP appointments, prescriptions and advice at a time convenient to you



## **The Youth Engagement Schools Trust (YES TRUST) Safer Recruitment Policy Statement**

The safe recruitment of staff in The YES Trust is the first step in the effective safeguarding and promotion of welfare for our children. The YES Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in The YES Trust to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This YES Trust recognises the value of, and seeks to achieve a diverse workforce which includes people from diverse backgrounds, with different skills and abilities. The YES Trust is committed to ensuring that the recruitment and selection of all who work within The YES Trust is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The YES Trust will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion, or creed.

The YES Trust will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The YES Trust will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The YES Trust will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to The YES Trust.

The following pre-employment checks will be required:

- receipt of at least two satisfactory references as well as verification of the candidate's identity and a satisfactory Enhanced DBS check
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempt)
- the production of evidence of the right to work in the UK
- for teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS

after 7 May 1999)

NB It is illegal for anyone who is barred from working with children to apply for, or work in our YES Trust in any voluntary or paid capacity.

\*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. The YES Trust will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.

The YES Trust maintains a single central record of recruitment and vetting checks, in line with the statutory requirements.

The YES Trust requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.

All posts within the YES Trust are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure & Barring Service Certificate.

The YES Trust is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The YES Trust's Recruitment (pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The DBS has published a Code of Practice and accompanying explanatory guide. The YES Trust is committed to ensuring that it meets the requirements of the DBS in relation to the processing, handling and security of Disclosure information.

A copy of the YES Trust's draft Safer Recruitment Policy & Procedures is available on request.

**Note re: School holidays**

Before applying, please be aware that The Keystone Academy adopts a slightly different holiday calendar to other schools. Each half term is approximately six weeks in duration with two week breaks in between. This will mean that summer break will be approximately 4 weeks in duration. For further clarification please contact the Headteacher.