

# Information Pack for

**School Office Manager**



FORTIOR·QUO·PARATIOR  
The Better Prepared the Stronger



**Hornsey School for Girls**

**Inderwick Road, Hornsey, London, N8 9JF**

**Headteacher – Ms Kuljit Rahelu**

**[www.hsg.haringey.sch.uk](http://www.hsg.haringey.sch.uk)**



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## Headteacher's Welcome

Thank you for considering our school as your next career move. We are a unique provision in the borough of Haringey as the only Girls School in the borough. We are a community school and when you join us, that is what you become – part of a caring, aspirational community with supportive colleagues and awesome students at all levels.



Hornsey School for Girls lives and breathes its motto – ‘The better prepared the stronger’ We recognise that our students have limitless potential and our school will create, through its experiences and teaching, the next generation of leaders, innovators and social change. We know that in extremely competitive environments in the workplace as well as academically, preparation to succeed is critical. Academia is important to us – but not at the cost of the emotional wellbeing of our school community. For students this means we support their wellbeing every step of the way. We also value our staff team. We want all of our team to have a healthy work/life balance and have a confidential employee assistance programme in place.

The school is a 6 form entry comprehensive. Our standards and expectations are high of all – we are not the school for you if meeting expectations including above average outcomes for exam classes is not your priority. It absolutely is ours, and we manage this by giving you the tools and resources you need to enable this to happen. Our outcomes at Key stage 4 have consistently been above average since 2016. This is a trend we intend to keep and we can only do this by supporting and enhancing our greatest assets – our diverse staff and student body.

You join us knowing you join a ‘good’ school. This school is a dynamic and exciting learning environment with creative teaching and learning as the norm. Our students are bright, articulate and intellectually curious about the world we live in. They are committed to social justice and they are supported in this by a broad curriculum which allows them avenues to flourish, explore their passion and experience the diversity of the world around them. If this sounds like the kind of school you want to work in, then we would be delighted to receive your application.

We look forward to receiving your application.



Kuljit Rahelu

Headteacher



Bradley Fage

Chair of Governors

# Hornsey School for Girls

## The Better Prepared the Stronger

### Ethos

Our key priority is to ensure high achievement for every girl at Hornsey. Through high standards of teaching, our broad and balanced academic curriculum and our extensive opportunities we inspire every young woman to raise her expectations and to be ambitious to fulfil her potential. We foster a love of learning for all of our students and encourage creativity and innovation across the curriculum.



As an international school, Hornsey students are encouraged to participate in national and international issues with integrity and confidence. We believe that every student has an opportunity to have an impact in influencing the world around us and we nurture leadership qualities in all of our students.

Our safe and welcoming school ethos is conducive to effective learning enabling every student to thrive in a calm and purposeful atmosphere. We foster healthy relationships, resilience and collaboration between students in order to prepare them for their world of tomorrow as well as today.

### Values

- 1. Have respect for all.** Treat everyone and everything around you with the highest respect.
- 2. Show kindness to everyone.** Celebrate everyone for who they are including their race, culture, ability, sexuality and individuality.
- 3. Give 100%.** Work hard in lessons and at home; give everything you do your absolute best at all times.

## Work Life balance – reasons to work with us

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Our school is committed to ensuring all employees have support and guidance to ensure their mental wellbeing and work life balance is healthy. Additionally the school offers:

20% PPA as standard

Meeting schedules and timeframes shared at the start of the year to enable planning

Directed time used to support CPE as well as operational management

Welcomes flexible working applications and agree all those that meet the business needs of the school

Centralised detention systems to reduce demands on middle leaders

Staff consultation group

# JOB DESCRIPTION - School Office Manager

**Job Title:** School Office Manager

**Salary range:** PO2 (SCP 29 – 32)

**Responsible for:** 3 x Administration/Reception Staff

**Reporting to:** School Business Manager

## **Job Purpose:**

The school office manager is responsible for overseeing the daily administration and operations of the school including line managing relevant administrative staff. They are also responsible for all administrative and organisational processes within the school, maintaining confidentiality at all times. They assist the School Business Manager with all the planning and development of support services.

## **Principle Accountabilities:**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Develop an office team that delivers and meets the needs of the school
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building
- Line manage and organise all administrative staff ensuring the smooth and effective running of the school office and all administrative and communicative systems
- Manage administrative staff performance and appraisal
- Ensure that all members of the office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally

## **Confidentiality**

An understanding of the confidential nature of their role at the school

# JOB DESCRIPTION - School Office Manager

## **Duties (Please note the following are indicative not exhaustive duties of the role)**

### **Organisation**

- Supervise the day-to-day work of the administrative function of the school office.
- Contribute towards the planning, development and organisation of the support service systems, procedures and policies
- Manage, supervise, train and develop administrative staff as appropriate
- Assist in the organisation of school trips/events in cooperation with other staff. To ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments

### **Administration**

- Develop, and manage manual and record/information systems, especially for SIMS, NovaT6
- Update systems of operations in line with developing IT
- Prepare, administer and submit the Census
- Undertake foundation aspects of timetabling, printing replacement timetables for students, adjusting class lists with approval from senior staff
- Complete duty rotas for all staff, including the patrol, break and lunchtimes
- Analyse and evaluate data/information and produce reports/information/data as required
- Ensure that school letters and administration are prioritised and distributed in appropriate time frames
- Undertake the SIMS options process for students commencing GCSE courses
- Compiling a set of annual documents for operational use for example – student and staff lists, rotas, key SEN/D students etc
- Undertake work processing and complex tasks at the direction of leaders (directors of learning, middle leaders and senior leaders)
- Provide personal, administrative and organisational support to other staff to ensure the smooth running and effectiveness of school systems
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Book training courses for all staff. Maintain records of statutory and health and safety related training.
- Maintain systems on of internal online training, Blue Sky, Smartlog and Educare.
- Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required
- Manage the school's admissions process in collaboration with the School Business Manager
- Delegate effectively, holding team members to account
- To take minutes of meetings, as required, maintaining confidentiality at all times
- To undertake any other reasonable request from the line manager or senior staff

# JOB DESCRIPTION - School Office Manager

## Resources

- Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system, the franking machine etc)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.
- Assist with marketing and promoting the school
- Manage office expenditure with an agreed budget
- Manage records of school licenses and insurances in collaboration with the SBM
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available
- Manage the team around ensuring highly effective work practice around attendance, punctuality and work output

## Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line managers, which seeks to acknowledge success, resolve problems and identify training / development needs

*The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.*

Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. Supporting a creative approach to teaching and learning is established and expected by all.

It is expected that the post holder will carry out her/his responsibilities within this philosophy. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**This role is subject to an enhanced DBS check.**

# JOB DESCRIPTION - School Office Manager

Job Title: School Office Manager

## Safeguarding statement

**Our core safeguarding principles are:**

### **Promotion**

- Making sure pupils, parents, staff and all adults that come into contact with children know the systems and the support in place to keep children safe and there is a culture of vigilance permeating across the school

### **Prevention**

- Positive, supportive, vigilant, open and safe culture. Well taught curriculum that includes relationships and online safety, pastoral opportunities for children and safer recruitment procedures

### **Protection**

- Following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

### **Support**

- For all learners, parents and staff, and where appropriate specific interventions that are required for those who may be at risk of harm.

### **Working with parents and other agencies**

- To ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

### **The school will:**

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Ensure students and parents know that there are adults in the school whom they can approach if they are worried
- Include opportunities in the citizenship (personal, social, health, education) CPSHE curriculum for students to develop the skills they need to recognise and stay safe from abuse
- Act in the best interests of children first. All children have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Recognise the importance of safeguarding and the promotion of children's welfare at all times. Safeguarding is embedded in all the school's processes and procedures and at the heart of our school to provide an ethos and environment that will help children to be safe and feel safe. In our school children are respected and encouraged to talk openly. All our staff understand safe professional practice and adhere to our safeguarding policies

# PERSON SPECIFICATION — School Office Manager

	Essential or Desirable
<b>Qualifications &amp; Experience</b>	
<ul style="list-style-type: none"> <li>• Working with pupils of relevant age</li> <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/ and organisational systems</li> <li>• Managing staff</li> <li>• Analysing and evaluating data</li> <li>• NVQ3 in Business Administration or equivalent qualification or experience in relevant discipline</li> <li>• Educated to a degree level</li> <li>• GCSE (or equivalent) A*-C in English and Maths</li> <li>• Experience of school admissions and census</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Desirable</li> <li>• Desirable</li> <li>• Essential</li> <li>• Desirable</li> </ul>
<b>Skills &amp; Aptitudes</b>	
<ul style="list-style-type: none"> <li>• Effective use of IT packages including SIMS</li> <li>• Use of specialist equipment / resources</li> <li>• Full working knowledge of relevant policies / codes of practice / legislation</li> <li>• Ability to organise, lead and motivate other staff</li> <li>• Ability to plan and develop systems</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Excellent attention to detail</li> <li>• Excellent literacy/numeracy skills</li> <li>• Ability to use relevant office equipment effectively</li> <li>• Ability to plan, organise and prioritise</li> <li>• Experience of basic HR</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Desirable</li> <li>• Desirable</li> <li>• Essential</li> <li>• Desirable</li> <li>• Essential</li> <li>• Essential</li> <li>• Desirable</li> <li>• Essential</li> <li>• Essential</li> <li>• Desirable</li> <li>• Essential</li> <li>• Desirable</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> <li>• A sense of perspective and humour</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Desirable</li> <li>• Desirable</li> <li>• Desirable</li> </ul>
<b>Equal Opportunities</b>	
<ul style="list-style-type: none"> <li>• Commitment to implementation of the school's equal opportunities policy</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> </ul>
<b>Continuous Professional Development</b>	
<ul style="list-style-type: none"> <li>• Willingness to undertake additional training / staff development as appropriate</li> <li>• Ability to reflect on your own professional practice</li> </ul>	<ul style="list-style-type: none"> <li>• Desirable</li> <li>• Desirable</li> </ul>

# PERSON SPECIFICATION — School Office Manager

Other Requirements	

## CONFIRMATION OF JOB DESCRIPTION AND PERSON SPECIFICATION

**POST:**

**NAME:**

I confirm that I have read this job description and person specification

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.*

### **Signatures:**

The job description is current at the date below but may be reviewed, in consultation with you, and may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signed.....

Date .....