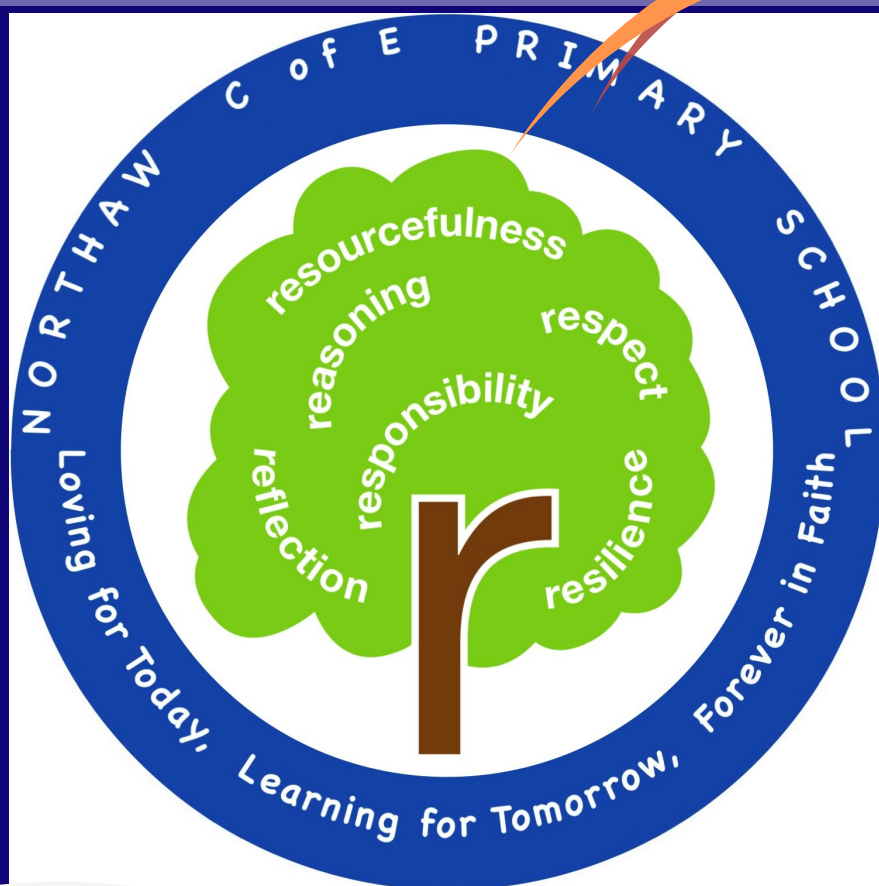


NORTHAW CHURCH OF ENGLAND PRIMARY SCHOOL RECRUITMENT PACK SCHOOL OFFICE MANAGER



Loving for Today
Learning for Tomorrow
Forever in Faith

Northaw CE Primary School
Vineyards Road
Northaw
Potters Bar
Herts
Tel: 01707 652869
Email: admin@northaw.herts.sch.uk



School Office Manager

This Recruitment pack includes the following documents:

Appointment Timetable
Job Description
Person Specification

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Northaw Church of England Primary is a small, thriving school set in the heart of rural Hertfordshire.

Here at Northaw, we pride ourselves on maintaining the Christian aims and ethos of our school.

We believe in the right of each pupil to an education which will allow them to flourish in all aspects of life. It is how we make that journey a happy and rewarding experience for each pupil that sets us apart.

We have a strong commitment to the traditional values of courtesy and respect not only for our pupils, but also for their environment and the society in which they live.

Our staff provide excellent role models by demonstrating care for the pupils and for each other.

An exciting opportunity has arisen for an experienced, innovative and enthusiastic School Office Manager to join our school, working alongside our School Business Manager.

This role gives the successful candidate the opportunity to continue to shape and enhance the excellent provision that is already in place.



JOB DESCRIPTION

Pay grade (Outer Fringe)

H4 £21,968-£23,194 to H5 £23,194-£25,409 FTE – plus £637 fringe pro-rata'd (salary dependent on experience)

Hours:

Full time, term time only

36.25hrs per week (8:15am-4pm)

Purpose of the role:

The school office manager is responsible for creating a positive impression and experience of the school as the first point of contact for parents and visitors.

Working alongside our School Business Manager, they are also responsible for administrative, financial and organisational processes within the school, maintaining confidentiality at all times.

Duties and responsibilities

Organisation

- To undertake reception duties to include promptly, calmly and effectively dealing with telephone calls and visitors to the school
- Welcome all visitors to the school ensuring compliance with safeguarding requirements regarding visitor's signing in system, local inductions, fire alarms and facilities
- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Assist in the organisation of school trips and clubs in cooperation with other staff. This includes ensuring that staff and external providers (e.g., coach companies) have completed all associated risk assessments
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Ensure that the office presents, at all times, a positive, professional and welcoming image of the school for all visitors and parents. Ensure all visitor checks and processes are in place.

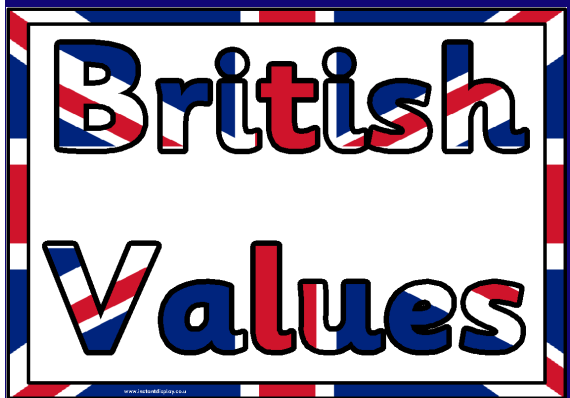


Administration

- Manage manual and computerised record/information systems
- Experience/knowledge of Arbor and School Comms is desirable
- Processing registers and school lunches on a daily basis
- Weekly processing of school club attendance registers
- Creating new payment plans for clubs, trips, and school lunches
- Credit control, ensuring all payment requests are actioned by parents/carers
- Generate reports/information/data as required
- Provide personal, administrative and organisational support to other staff and the governing body
- Oversee and organise the management of admissions procedures in line with Hertfordshire County Council and allocate spaces accordingly in line with the school's admissions policy
- Manage the school's central admin email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member(s) as necessary
- Support the induction process for new pupils
- Book staff onto requested training courses
- Administer and manage medications in school, including individual health care plans, recording and communicating any allergies to staff and school kitchen
- Administer first aid as required

Resource management

- Order, monitor and manage stock, ensuring best value
- Provide advice and guidance to staff, pupils and others on administration systems
- Manage financial administration procedures and maintain appropriate records to satisfy audits
- Assist with the organisation of premises repairs under the direction of the School Business Manager/Head Teacher

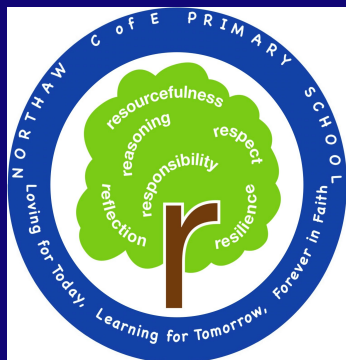


Compliance

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

The school office manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.



For more information
about our school
please look at our
school website:

www.northawschool.org



PERSON SPECIFICATION (ALL ESSENTIAL UNLESS OTHERWISE STATED)

QUALITIES

Experience

- Working in an office environment at senior level
- Organising, leading and motivating other staff
- Developing, managing and operating clerical/administrative/financial and organisational systems
- Working with children or young people
- Experience/knowledge of Arbor and School Comms (desirable)

Skills & Knowledge

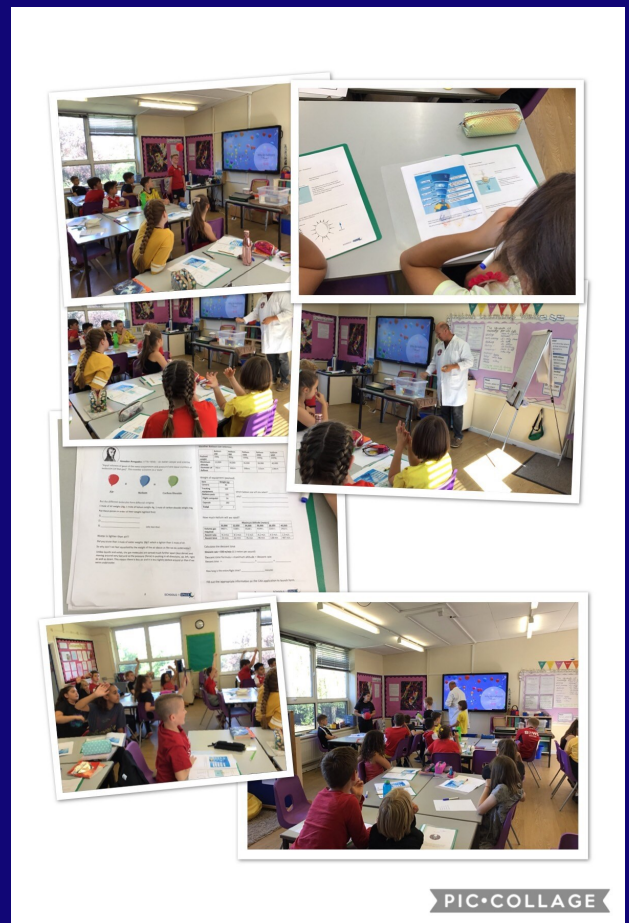
- Excellent attention to detail
- Ability to plan, organise and prioritise
- Excellent literacy and numeracy skills
- Competent use of IT packages including word processing, spreadsheets
- Knowledge/experience using school MIS systems (*desirable*)
- Knowledge of school admissions and transfers (*desirable*)
- Understanding of data protection and confidentiality
- Understanding of safeguarding

Personal Qualities

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work well in a busy environment
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Embraces change well
- Deals with difficult situations effectively
- Good team player

Professional Ethos and Commitment

- A commitment to the Christian values and ethos of our Church of England school
- A strong commitment to meet the needs of every child
- A commitment to safeguarding and child protection
- High expectations for self and others and a strong commitment to raising achievements
- Willingness to become involved in all aspects of school life e.g. lunch duties



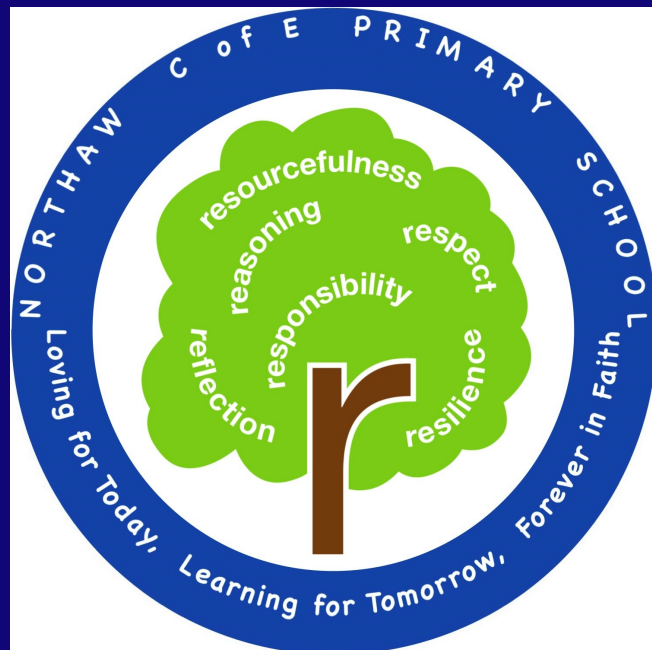
This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

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Closing Date:	5pm 27th November '22
Short listing Meeting:	28th November '22
Interviews:	w/c 28th November '22
Appointment to Commence:	5th January 2023



APPLICATION METHOD

Apply via Teach In Herts (<https://www.teachinherts.com>)

If you have not heard anything by 27th November '22 then please assume your application has not been successful.

For further information about this role please email head@northaw.herts.sch.uk.

Alternatively please call 01707 652869.

SCHOOL VISITS

Interested applicants are encouraged to make an appointment to visit the school. Please telephone 01707 652869 to book your visit.

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