



# GREEN WRYTHE PRIMARY SCHOOL

RECRUITMENT PACK



Part of the  
**GREEN SHAW**  
LEARNING TRUST



Green Wrythe Primary School,  
Green Wrythe Lane,  
Carshalton,  
Surrey, SM5 1JP

Telephone: +44 (0)20 8648 4989

Email: [office@greenwps.org](mailto:office@greenwps.org)



Dear Candidate,

Thank you for your interest in the role of School Operations and Office Manager at Green Wrythe Primary School.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Green Wrythe Primary School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Lead, Tamsin Evans: [tevens48@greenwps.org](mailto:tevens48@greenwps.org). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Anoushka De Sampayo, Headteacher

## **ABOUT OUR SCHOOL**

At Green Wrythe Primary School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Green Wrythe Primary School a better chance of success than if they attended any other school in the country.

Green Wrythe Primary is a successful and unique school consisting of two departments Ark and Rainbow, and was rated Good in all areas at the last Ofsted inspection in April 2023. Ark, is our one form entry mainstream school department. Rainbow is our specialised education department for 59 children with autism.

Ambition, excellence and pride run through all aspects of school life.

### **Ambition**

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

### **Excellence**

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

### **Pride**

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

### **Department/team information**

As the School Operations Manager you will work with SLT and GLT Regional Line management across the whole school to ensure its smooth and compliant running. You will be supported by the Senior Leadership team and team within the Trust and report directly to the Headteacher.

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

- Salary calculated in line with Outer London NJC pay scale PO2, points 29-32, £41442 - £44331 per annum.

## HOURS OF WORK

36 hours a week, 7.2 hours a day, Monday to Friday. All year round.

## PLACE OF WORK

Green Wrythe Primary School, Green Wrythe Lane, Carshalton, Surrey SM5 1JP.

## PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

## HOLIDAY ENTITLEMENT

The annual holiday entitlement is 26 days plus 2 extra-statutory days

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

<b>Post:</b>	School Operations and Office Manager
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	Administrative staff x 3, Midday supervisors

## ROLE OVERVIEW

The role of the Operations Manager is to support the Headteacher at Green Wrythe Primary School and to deliver professional, consistent and effective operations support. To provide line management of the office team and ensure the office is run effectively as well as oversee all aspects of HR and Payroll, and to provide support, leadership, strategic advice and guidance on all operational aspects.

## MAIN DUTIES AND RESPONSIBILITIES

- Line manage, direct and support the school office team and associated administration
- HR lead and management for the school in line with the Trust's HR Shared Services and overseen by a Regional HR Manager.
- To be responsible for the management and administration of the school's payroll (via Neo People).
- Responsibility for "in-school" finance operations.
- Health and Safety Lead
- Support the Site Team to ensure all H&S regular monitoring checks are completed
- Liaise with the Regional IT Manager to ensure the schools IT systems support the delivery of educational objectives
- Engage with staff, parents and pupils to gather stakeholder feedback on catering service
- Ensure the school is compliant with the requirements of data protection legislation, and act as the schools Data Protection Lead

## OPERATIONS & OFFICE MANAGEMENT

Line manage, direct and support the school office team and associated administration, including:

- school admissions;
- support and direct Trip Coordinator with trip risk assessments, liaison with teachers and trip administration, including assisting with costing breakdowns where required;
- support and direct office team for certain whole school events / activities;
- pupil absence;
- office based systems such as Bromcom, Inventory sign-in systems;
- office based procedures and policies;

- school calendar updates / management;
- travel and accommodation arrangements for SLT;
- school enrichment coordination and planning;
- school records retention schedule – both physical and data files;
- fundraising development and administration;
- coordination of staff training;
- office cover / absence;
- requests for letting invoices;
- supervision, training and development of office team;
- office team PMDRs

## HUMAN RESOURCES

The HR of the school is in line with the Trust's HR Shared Services and overseen by a Regional HR Manager. It is managed locally within the school by the Operations Manager.

- Support the Headteacher on the management of all HR, employment and employee relation matters for the school such as staff absences, capability, grievances, disciplinary and other employee matters, with the direction of GLT HR and the Regional HR Manager.
- Ensure effective HR systems and protocols are in place in adherence to GLT guidance, policies and protocols.
- Advise and support line managers across a range of HR activities and on policy and procedure implementation directed by GLT HR.
- Lead on holding and keeping up to date an accurate Single Central Record (SCR), in line with GLT HR procedures, national guidance, KCSIE and Ofsted requirements. To meet with Ofsted inspectors during inspections and be accountable to them and the Headteacher on the SCR.
- Manage the recruitment process for internal and external recruitment, liaising with SLT to develop job descriptions/person specifications in line with GLT HR and regulations.
- Ensure all aspects of safer recruitment are adhered to with structured systems in place to record appropriately.
- To manage the recruitment process and support SLT, to include: development of recruitment packs; advertisements; co-ordinating applications; short-listing procedures; interview arrangements and procedures; safer recruitment matters; vetting and barring checks; reference requests.
- To be responsible for the HR onboarding of new starters such as letters of appointments, contracts; carrying out relevant employment vetting checks (i.e. DBS, medical clearance, right to work, qualifications etc.), induction process, safeguarding and other necessary training; IT logins, equipment, ID badges etc.
- To be responsible for ensuring probationary review meetings are carried out by line management.
- To ensure that all staff personnel details are included in individual secure personnel files and the school's HR portal is fully maintained.
- Oversee and manage staff attendance procedures in line with GLT Absences Procedures such as: Back to Work Meetings; Fit for Work certificates; logging all absences on the HR and payroll system; compile statistical absence reports; process Occupational Health referrals.
- Monitor and record annual leave and holiday working for all support staff.
- To be responsible for processing statistical information from the school's database system/s for personnel matters, such as payroll and staff details as requested by the Greenshaw Learning Trust.

- Lead on GDPR and ensure data retention of staff and candidates are kept in line with policy and guidance from Trust designated Data Protection Officer,.
- Monitor and record annual leave and holiday working for all support staff.
- Support the Headteacher and SLT with staff PMDRs, ensuring they are completed as per GLT policy.
- Be responsible for ensuring mandatory staff training set by the Trust is completed at the required deadlines, using Educare to monitor completion.
- To oversee and complete the School Workforce Census.

## PAYROLL

To be responsible for the management and administration of the school's payroll (via Neo People).

- Ensure that all staff (permanent, temporary and casual) are paid in accordance with their agreed pay and conditions.
- Administer the payroll to include: contract changes; additional hours (overtime & additional payments); new starters and leavers; sickness deductions; maternity and paternity pay; deductions for salary sacrifice schemes; changes in personal details; checking the salary report for accuracy, and correcting where necessary liaising with staff on salary changes.
- Reconcile the monthly payroll figures and ensure payments are allocated to the correct budget.
- Support the Finance Analyst to maintain an accurate staffing salary budget.
- Submit relevant data to the Teachers Pensions Services (TPS) and LGPS in accordance with the pension regulations and the Trust.
- Carry out the school's pension responsibilities and tasks in line with Teachers Pensions and LGPS, overseeing the management and tasks on the employer's portal in a timely manner.
- Administer the annual pay review process for both teaching and support staff.

## FINANCE

Responsibility for "in-school" finance operations, that may be undertaken by office team members, including:

- sourcing "best" options for supplies where expenditure requires Procurement Policy to be followed;
- ensuring accurate receipt and record of goods received;
- collection, reconciliation and banking of cash;
- provide input and support to Headteacher and GLT Finance Analyst for annual budget
- creation and monthly evolution of live budget;
- develop / increase other revenue streams;
- oversee letting invoicing;
- oversee trips finance;
- oversee management of Bromcom.

## **ESTATES / HEALTH & SAFETY**

- Act as school Health and Safety Lead with support from school Site Manager ensuring the health and safety policy is clearly communicated and complied with at all times
- Work closely with the Trust's Shared Services Estate team and together with the Site Manager keeping the school compliant with all H&S & maintenance issues, including the upkeep of the estate database on Every.
- Undertake all relevant training to ensure capable of discharging H&S Lead responsibilities such as IOSH certification.
- Support maintenance of the administration of health and safety documentation for the school working closely with the Site Manager as appropriate
- Supporting the Headteacher with the reporting of accidents and dangerous occurrences, ensuring that any risk identified are reviewed and reported as necessary
- Maintain an accurate system for pupils signing in and out of school
- Maintaining fire registers
- Ensure there is sufficient First Aid cover to staff and pupils, contacting parents, next of kin and emergency medical services where necessary and ensuring all first aid records are kept up to date

## **IT**

Liaise with the Regional IT Manager to ensure the schools IT systems support the delivery of educational objectives

- Ensure all staff and pupils have IT log-ins and appropriate secure access permissions, and support with general IT queries

## **CATERING**

- Engage with staff, parents and pupils to gather stakeholder feedback on catering service

## **STAFF DEVELOPMENT**

- To continue personal development in the relevant areas, including subject knowledge.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

## **OTHER RESPONSIBILITIES**

- Act as an advisor to the Headteacher on non-curriculum areas of school life as required.
- Support Headteacher in the production of confidential and sensitive reports and documents.
- Support Headteacher in the marketing of the school to increase pupil numbers and increase additional income streams.
- Provide administrative support to the school leadership team as required.
- Undertake projects as assigned by the Headteacher and Trust, ensuring agreed outcomes are delivered in a timely manner.

## **SAFEGUARDING**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Qualifications and training</b>		
Good Hons. Degree.	x	
CIPD qualification Level 5		x
Experience of working in the education sector in a similar role such or Business Manager	x	
Recognised Business/Finance/HR qualification		x
Experience in managing a team	x	
Experience in the field of HR	x	
Experience managing a payroll system	x	
Evidence of wider professional development		x
<b>Skills and experience</b>		
Excellent interpersonal and teamwork skills	x	
Excellent communicator with all stakeholder and ranges of audiences– sensitive, compassionate and effective	x	
Knowledge of strategies to inspire and improve outcomes for students	x	
Outstanding organisational skills to ensure efficient and effective implementation of the role	x	
To set high standards and to provide focus for improvement	x	

To manage change in a professional and resilient manner	x	
Experience of school systems such as Bromcom, Neo People, Health & Safety		x
Promoting parental and local community involvement including a commitment to help provide after school provision		x
Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote diversity and equality.	x	
<b>Personal attributes</b>		
To lead, motivate, delegate responsibility, provide clear vision and innovation	x	
To think clearly, incisively and strategically	x	
A willingness to become involved in all aspects of school life	x	
Self-motivated showing resilience, stamina and reliability under pressure.	x	
Positive, enthusiastic outlook, embracing risk and innovation.		
Reflective and keen to develop yourself and others encouraging ideas, initiative and innovation in others	x	
Demonstrate a commitment to the safeguarding of children and promoting the welfare and development of young people.	x	

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on Sunday 1st June 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held on Monday 9th June. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

The successful applicant will take up the post on 1st July or as soon as possible.



## GREENSHAW LEARNING TRUST



ORU Sutton,  
7 Throwley Way,  
Sutton, SM1 4AF



020 3988 0218



[info@greenshawlearningtrust.co.uk](mailto:info@greenshawlearningtrust.co.uk)



[www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk)



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