

OUR LADY IMMACULATE CATHOLIC ACADEMIES TRUST
ST JOHN RIGBY PRIMARY SCHOOL

'God's will be done through work and play, as we follow Jesus day by day'



Application Pack

Post: **School Office Manager**

Salary: NJC Scale points 8 - 13

(Grade G) £20,852 - £23,023

Contract: Full Time (37 hours)

Term time (39 weeks) + 2 Wks

Closing date:

Friday 08th July (12pm midday)

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Dear Applicant,

Thank you for your interest in the School Office Manager vacancy at St John Rigby Catholic Primary School.

It is my great privilege to be the Headteacher of St John Rigby, which is an excellent school with a supportive, family-orientated community; it is a special place for all students to learn and grow as individuals.

As a Catholic community, we share a desire to see each individual, precious child, develop in a loving, safe and inspiring environment. All of the children are encouraged to grow in the love of God and to develop their unique and God-given talents, striving for excellence in everything they do.

Our successes are achieved with thanks to the hard work of dedicated members of staff and governors, supportive parents/carers and inspirational pupils who strive to live out our values of Faith, Love, Hope, Trust and Forgiveness in every aspect of their school life.

We expect the very best for all our students and insist upon impeccable standards of behaviour. Pupils are required to dress smartly, be polite and courteous, and prepared to engage fully in their learning.

I am blessed to work with some truly exceptional members of staff who place the needs of students at the centre of every decision. Great value is placed on this integrity and commitment and we work hard to support and maintain the wellbeing of staff. Excellent CPD programmes can be accessed with fantastic and exciting opportunities within our Trust Schools and Teaching School – Inspirit.

Our school is a well-ordered and friendly environment. Our students are happy and confident; our staff are committed to their profession. Together we are working hard to make St John Rigby a truly exceptional school.

As a school, we require staff who are committed, creative and standards driven. Above all, we require those who have a willingness to support the ethos that we truly value and the drive and initiative to ensure the school functions to support both staff and pupils effectively.

If you feel you would like to work in our vibrant school then we would really like to hear from you and look forward to receiving your application.

Yours faithfully

Mrs Michele McGettigan
Headteacher



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SCHOOL OFFICE MANAGER - JOB DESCRIPTION

- Post Title:** School Office Manager
- Salary:** NJC Scale points 8 - 13 (Grade G)
£20,852 - £23,023 (FTE) (the salary will be pro rata of the FTE)
- Contract Type:** Permanent and Full Time (37 hours per week)
Term time (39 weeks) + 2 weeks
- Responsible to:** The Headteacher
- Responsible for:** School Office Administrators & Site Supervisor
- Main purpose:** To be responsible for the effective management of the school's administrative and operational systems, providing a high-quality administrative and operational support to the Headteacher. Act as first line of contact for the Head and liaise with the Trust centralised functions, other schools within the wider Trust, parishes, parents, and other agencies. Lead and manage the school's administration systems and resources ensuring all requirements are maintained.
- This will include:
- ❖ Management of all school administrative processes and systems including admissions, school census returns, pupil databases, office procedures, attendance & absence, liaison with parents and the Local Academy Committee.
 - ❖ Supporting school finance and HR in liaison with the Trust centralised team; Knowledge of using IT system such as SAGE (Finance) and Edupay (HR) would be beneficial but not essential as training can be given.
 - ❖ Ensure adherence and compliance with all statutory and centralised Trust requirements, including Health & Safety and Site
 - ❖ Provision of confidential secretarial/administrative service for the Headteacher. Ensure high standards of school building and site.

Please note that the post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher. The role also depends on the skills brought by the candidate. The job description and specific responsibilities are subject to annual review. An outline of the key duties and responsibilities are outlined below.

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Duties and Responsibilities

1. School Administration

- Be responsible for establishing and managing all school administration systems and operational procedures to enable the school to function effectively;
- Be responsible for effective administration of the school's admissions policy including pupils to Reception, mid-year transfers and Year 6 transition to secondary school liaising with Local Authority, other schools, parents and other agencies;
- Line managing the Site Supervisor on behalf of the Head liaising with the Trust Operations Manager and Trust Premises Officer;
- Be responsible for coordinating all requirements for educational visits, including finance & H&S, liaising with teachers, external agencies, Trust finance and parents;
- Ensure all pupil databases and other MIS systems are updated including SIMs, BROMCOM and Parentmail;
- Maintain and ensure effective booking system for parents' evening and other events;
- Ensure pupil attendance is monitored and procedures adhered to e.g. following up individual absences, in accordance with school's absence policy;
- Be responsible for coordinating arrangements of all school external activities including swimming lessons, music tuition, book fairs, school uniform, school photographs etc;
- Promote the schools to a range of audiences and raise profile within the local community;
- Create marketing leaflets and signage as appropriate liaising with Trust Marketing Officer;
- Support with creating and publishing school newsletters;
- Liaise with local parishes to ensure the schools are represented in their newsletters as appropriate;
- Lead on school events, including marketing, set up and evaluation;
- Maintain oversight of school resources (fixed and consumable) ensuring photocopiers and school IT equipment is appropriately maintained and fit for purpose in liaison with the Trust Central Operations;
- Be responsible for the effective administration of the school's wrap around care (breakfast and after school clubs);
- Line manage the Kitchen Manager to ensure effective administration of the school kitchen and provision of school dinners, particularly for FSM & UFSM;
- Liaise with the Trust central team in relation to Finance, HR, Operations, IT, Health & Safety and take advice accordingly.

2. Trust Liaison and Administration

FINANCE

- Liaise with Trust Finance regarding all budget and finance transactions, utilising SAGE software as appropriate and ensuring compliance with Trust Handbook and Trust Calendar;

- Complete requisition requests on Trust 'Workspace' system (SAGE). After Trust Finance authorisation, place order directly with supplier ensuring correct coding and record of receipt of goods received on 'Workspace';
- Collect all cash received by the school ensuring accurate and timely banking (by the school into the nearest Lloyds bank) informing Trust Finance of the income banked;
- Ensure accurate and timely completion of school's credit card log, school's gift register, inventory reports, asset records and other similar finance accounts;
- Ensure all debts are collected regularly (including catering) ensuring compliance with the Trust Debt Recovery Policy;
- Maintain an accurate and up to date list of all contracts, suppliers, and Service Level Agreements;
- Maintain the school inventory record;
- Ensure the principle of best value is maintained liaising with Trust Finance where appropriate;

HR and PAYROLL

- Manage the school's recruitment of staff, volunteers and students on placement ensuring adherence to the Trust Recruitment Policy and Procedures ensuring all pre-employment checks, induction and copies of all appointment paperwork is accurately completed and sent to Trust HR;
- Ensure timely and accurate returns of all payroll changes to Trust HR for payroll processing;
- Ensure timely notification of all starters, leavers, and variations to Trust HR together with all appropriate paperwork to trigger production of contracts of employment and maintenance of accurate records of staff personnel records;
- Administer, record, and input staff absences, timesheets, and expenses onto 'Edupay' portal where appropriate;
- Ensure staff databases and MIS, such as Bromcom, are regularly maintained, including updating school's database for Single Central Record and Workforce census.

OPERATIONS

- Act as the school's Health and Safety Manager, on behalf of the Headteacher, in accordance with the Trust's Health & Safety Policy liaising regularly to the Trust Operations Manager; this includes accurate recording of accidents/incidents, Training, First Aid, Fire safety and compliance;
- Manage all health and safety for the school, completing action plans, audits and compliance to all recording and reporting requirements via the 'Handsam' portal and liaising with Trust Operations;
- Line manage the Site Supervisor on behalf of the Headteacher and any contract cleaning staff and/or school cleaning staff;
- Meet regularly with the Trust Premises Officer to review premises audits, action plans, the school's Planned Preventative Maintenance Plan and site checks;
- Liaise with Trust central operations ensuring appropriate insurance for the school.

3. Statutory and Trust Based Returns

- Ensure all statutory and statistical returns are completed on time and accurately to agencies including DfE, Diocese, CES, Trust and the Local Academy Committee including school census liaising with the Trust central team where appropriate.

4. Safeguarding and Health & Safety

- Act as Lead regarding the school's safeguarding system, ensuring the highest standards of online safety and meeting with Designated Safeguarding Leads as necessary;
- Assist and support the Headteacher by ensuring the school meets its statutory responsibilities and obligations including safeguarding, health & safety, safer recruitment, GDPR and equality;
- Liaise with the Site Supervisor and the Trust regarding Health & Safety including risk and test assessments for fire, school equipment, alarms and other hazards;
- Manage and ensure first aid is coordinated across the school and first aiders are suitably trained and equipment maintained; administer first aid as and when necessary;
- Support the Head in implementing the Critical Incident and business continuity plans.

5. Secretarial Support to the Headteacher and Senior Leadership Team

- Provide secretarial/PA support to the Headteacher anticipating the requirements of the Headteacher, including briefing them and providing relevant papers and directions prior to meetings and events;
- Organise events and meetings as directed by the Headteacher ensuring that venue and hospitality arrangements are in place, and that all relevant delegate information is prepared and circulated in a timely manner;
- Maintain school website, twitter account and other social media platforms liaising with the Trust Marketing Officer as appropriate;
- Update school website with new policies, news and event information;
- Ensure school website is legally compliant by reviewing, developing and maintaining it to comply with statutory requirements in liaison with the central Trust team;
- Minute taking, agenda preparation and drafting reports where appropriate.

6. Professional Development

- Participate in the Trust's performance management processes;
- Participate in further training and development to improve own professional development.

7. Working with colleagues and other relevant professionals

- Work in close collaboration with colleagues and other relevant professionals within and beyond the school including the Trust Central Team, school's Local Academy Committee, Trust Central Team, Headteachers, Teaching and support staff across the Trust and within each of its schools.
- Develop effective professional relationships with colleagues;
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

8. Any Other Duties

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

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SCHOOL OFFICE MANAGER - PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS & TRAINING			
1. Evidence of any training and a commitment to continuing professional development.	✓		• Application • Interview Process
2. A relevant degree or equivalent professional qualification e.g Finance, Human Resources or Business Management		✓	
FAITH COMMITMENT			
1 Commitment to contribute to the Catholic ethos of the school	✓		• Application • Interview Process
2 Practising Catholic		✓	
EXPERIENCE			
1. Experience within a similar role in the business or education sector.	✓		• Application • Interview Process • References
2. Leading, managing and motivating teams, including performance management and change management.	✓		
3. Developing, managing and operating clerical/ administrative/financial and organisational systems	✓		
4. Proven experience of working in a similar role within the education sector		✓	
5. Experience of working at a senior/leadership level		✓	
6. Experience in school finances and managing budgets Analysing and evaluating data		✓	
SKILLS, KNOWLEDGE & UNDERSTANDING			
1. A good knowledge and understanding of operational business management including health and safety, finance, human resources and data protection.	✓		• Application • Interview Process • References
2. Excellent literacy/numeracy skills	✓		
3. Competent in the use of ICT packages including word-processing and computerised accountancy systems	✓		
4. Ability to use relevant office equipment effectively	✓		
5. Highly developed interpersonal and communication skills, both verbal and written	✓		
6. Ability to make evaluations and recommendations and act upon them	✓		
7. Knowledge and understanding of educational based software systems e.g Bromcom., Edupay, SAGE		✓	
8. An appropriate understanding of child protection and school behaviour management policies		✓	
9. An understanding of academies and multi academy trusts		✓	
PERSONAL QUALITIES			
1 Ability to demonstrate vision, leadership and clarity of purpose	✓		• Application • Interview Process • References
2 Strong organisational and self-management skills	✓		
3 Ability to deal sensitively with people and be solution focussed	✓		
4 A willingness to learn	✓		
5 Effective negotiation skills and an ability to initiate developments	✓		
6 Flexible and resilient with an ability to work under pressure and prioritise effectively	✓		
7 Commitment to maintaining integrity and confidentiality at all times	✓		
8. Has personal interests and enthusiasms to contribute to the school community		✓	
OTHER			
1. Commitment to regular attendance at work.	✓		• Application • Interview Process
2. An understanding of and commitment to Equal Opportunities and the ability to apply this to strategic work and day-today situations	✓		
3. To be prepared to work some nonstandard hours, if and when required	✓		