



**Keighley St Andrew's CE Primary School**  
Lustre Street, Keighley, West Yorkshire, BD21 2ND

### **OFFICE MANAGER**

**37 hours per week term time only + 1 day**

**Permanent Contract**

**Salary: Scale 4/5 – SCP 7 to 17 (Starting point dependent on experience)**  
**£16,777 to £20,915 (full time equivalent £20,092 to £24,491)**

**September/October 2021 start**

**Applicant Pack – August 2021**



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## **Introduction from the Headteacher**

Thank you for showing interest in the role of Office Manager at Keighley St. Andrew's.

I am incredibly proud of our school community- Our children, staff (including governors) and parents. Together, we strive hard to create a wonderful place to learn and flourish. Our vision is rooted in our Christian ethos and shared school values of: Thankfulness, Peace, Community, Trust, Courage and Compassion.

Our School Vision: *Guided by God, we will create a community of learners who will flourish and be filled with hope.*

As a school community, we are committed to providing all learners with the skills, knowledge and experiences, which will enable them to flourish academically and personally. We value parent partnership and the contribution that parents can make to their child's education.

Every day is a learning opportunity – whether child, parent or member of staff. We offer regular opportunities to develop home/school partnerships through a varied programme of events and courses to support learning and well-being (for both children and adults). Our staff also receive ongoing training and development so that they are also equipped with the skills to provide your children with the very best education and experiences.

We welcome all prospective applicants to make an appointment to visit school (in line with our Covid risk assessment). Please phone Mrs Dows, our School Business Manager, on 07388 328961 to arrange an appointment to visit or speak with a member of the Senior Leadership Team to find out more about the role and school.

Email: [recruitment@standrews-primary.co.uk](mailto:recruitment@standrews-primary.co.uk)

Phone: 01535 604656

Website: [www.standrews-primary.co.uk](http://www.standrews-primary.co.uk)

Mrs Rachel Whitham

Headteacher

## Our School

Keighley St. Andrew's Church of England Primary School sits just outside the centre of Keighley.

- 2 form entry with a 30-hour Nursery
- Class sizes between 24 and 30 pupils
- School is well resourced with Support Staff (teaching assistants) to support the learning and independence of our children with additional need
- Well stocked School Library
- ICT suite
- I-Pads and Net Books for pupils and staff
- Staff laptop
- Each class has a Visualiser to support feedback and teacher demonstration
- School minibus
- Active partnership and access to training (Northern Lights, Noctua and Bradford Birth to 19 Teaching School, English Hub, The Literacy Trust, Bradford Teaching Schools)
- Strong partnership with Initial Teacher Training Providers – Leeds Beckett University, Bradford Birth to 19
- Pupil School Council and Pupil Workforce
- Experiences such as: Visits to farms, outdoor learning, Residential Visits to the Yorkshire Dales (Ingleborough Hall and Halton Gill) – Pony Trekking, Caving, Gorge Scrambling
- Mental Health First Aider (to support adults with wellbeing and mental health)
- Mental Health Champion (to support children)



**How to Apply**

Interested candidates are requested to apply online for these posts at <https://prospectsonline.co.uk>

Please ensure you read the application details and check you meet the criteria before completing an application form.

**Closing Date: Monday 20<sup>th</sup> September at 11.59 p.m.**

**Shortlisting: Tuesday 21<sup>st</sup> September 2021**

**Safeguarding Statement**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is subject to an enhanced DBS check and satisfactory references.

**Keighley St Andrew's Church of England Primary School**  
**Outline Job Description**

POST TITLE:	OFFICE MANAGER
GRADE:	SCALE 4/5 – SCP 7-17

**GENERIC INTRODUCTION:**

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Bradford Council is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. The Council is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**PRIME OBJECTIVES OF THE POST:**

To lead the provision of professional, flexible and proficient clerical, administrative, financial support and reception service to the school. This involves supervision of other 'reception' office-based staff.

Responsible to the Business Manager from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work for themselves and the team, dealing with exceptional or complex queries to senior members of staff.

The post holder will allocate work/tasks to other support team members to ensure efficient essential services, making day to day decisions regarding the organisation of workloads.

To provide prompt and effective information, advice and access to services provided by the School to parents/carers, governors, community groups, members of the public and other agencies, dealing with requests for help and intervention, seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests. Undertaking and promoting the School to public and external agencies.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

**KNOWLEDGE AND SKILLS:**

*(See Personnel Specification)*

**EFFORT DEMANDS:**

- Will work under own initiative with limited supervision, working to the priorities set by the Business Manager/Headteacher.
- To contribute to the overall ethos/work/aims of the school.
- Will make complex decisions regarding individual visitors/callers in terms of the advice and information provided, liaising with other staff within the school and assessing the level of urgency.
- Day to day decisions regarding the organisation of the working area/team workload and school priorities; assisting with the planning and development of the support services systems, procedures and policies.
- To participate in in-school training and other training programmes as required, and maintain personal and professional development in order to meet the changing demands of the post.

**RESPONSIBILITIES:**

**ORGANISATION**

- To give complex advice and guidance as appropriate, making decisions regarding individual visitors/callers in terms of the advice and information provided and making judgements within established procedures and guidelines, liaising with other staff within the school and assessing the level of urgency.
- Dealing with routine and less routine enquires. Given the changing needs of the school, workloads can vary to involve less routine and tasks and the post holder will be expected to undertake these with little or no supervision as they arise, verifying/authorising action where applicable, liaising with senior members of staff on more complex issues if necessary.
- Provide organisational and complex advisory support to the Governing Body.
- Initially 'assess/triage' enquiries re) Volunteers, Initial Teacher Training Providers, potential trainees and liaise with ITT and communicate with relevant Induction Tutor.

- Support the Leadership Team with administrative tasks related to recruitment and staff induction.
- Training new and existing members of administrative staff.
- Manage the administration of school's Management Information Systems (MIS) e.g. Arbor, CPOMS, DfE
- Undertake reception duties, answering complex telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, liaising with parents/staff etc.
- Assisting with arrangements by external visitors.

## **ADMINISTRATION**

- Provide an effective and efficient comprehensive administrative service, including the full range of administrative duties.
- Responsibility for the administration of school's Single Central Record.
- Create and maintain manual/electronic filing and information systems, including those of outside agencies e.g. DfE.
- Maintain and collate pupil reports.
- Complex data inputting of computerised records/management information systems.
- Research, produce, analyse, interpret and interrogate complex data/information/detailed reports.
- Undertake word-processing and IT based tasks (spreadsheets), respecting confidentiality and sensitivity.
- Undertake confidential and routine administration, e.g. documents and reports, responding to complex letters and emails/maintaining and updating distribution lists/registers/school meals/arranging and coordinating support team meetings as well as other school meetings on behalf of school staff and governors/room bookings/minute taking/retrieve and disseminate information as appropriate to the needs of the school/school lettings and other uses of school premises.
- Managing the School texting service and other school social media platforms e.g. Class Dojo, Facebook.
- Managing the School website, ensuring information is up to date, and continually improving the site. Assist with marketing and promotion of the School.



## **RESOURCES**

- Responsible for the safe keeping of office equipment and secure storage of supplies.
- Operate office equipment e.g. photocopier, computer.
- Maintaining stock and supplies, within an agreed budget, processing orders, checking delivery notes and invoices ensuring they are correctly recorded, cataloguing and distributing as required with regular audits of resources.

## **OTHER**

- Use good common sense and exercise considerable initiative in all matters relating to the administration of the school.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist other administrative staff in seeking value for money when procuring resources.
- Support the booking and arrangements of school trips and visitors.
- Lead on hospitality arrangements for visitors.
- Escort visitors around school
- To be responsible for reporting building maintenance in accordance with health and safety requirements; working collaboratively with the School Business/Site Manager.
- To follow all policy and procedure which safeguard children and staff in school.

## **ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- Report all concerns to an appropriate person.

## Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level.

### Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

### **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

### **OTHER CONSIDERATIONS**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Lead.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

### **PERSONNEL SPECIFICATION:**

	ESSENTIAL (E) /DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"><li>• Experience using Microsoft Office, Google Drive/Office 365 and management information systems, with excellent IT skills (E).</li><li>• Experience of working in a school office environment at a senior level to include development, management and operation of administrative/ICT systems (D).</li><li>• Significant and successful experience of working in an office (E).</li><li>• Experience of supervising or managing staff (D)</li><li>• Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level (E).</li></ul>

<p>QUALIFICATIONS/ TRAINING:</p>	<ul style="list-style-type: none"> <li>• Minimum of GCSE English and Mathematics at grade C or above (or equivalent) (E).</li> <li>• NVQ4 (or equivalent) in a relevant discipline (D).</li> </ul>
<p>KNOWLEDGE/SKILLS</p>	<ul style="list-style-type: none"> <li>• Excellent literacy and numeracy (E).</li> <li>• Excellent communication skills including telephone / reception skills, with the ability to relate well to pupils and adults (E).</li> <li>• Knowledge of and the ability to use office equipment e.g. photocopiers, scanners, shredding machine etc. (E).</li> <li>• Word processing, generating spreadsheets. (E)</li> <li>• Have a neat and organised approach to work (E).</li> <li>• Be willing, courteous and able to work both using your own initiative and in a team (E).</li> <li>• Respect confidentiality. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation e.g. GDPR. (E).</li> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level (E).</li> <li>• Ability to remain calm under pressure (E).</li> <li>• Flexibility and willingness to accept change (E).</li> <li>• Will not require holiday leave during term time (E).</li> <li>• Willing to provide office cover in holidays if required (D).</li> </ul>