



Recruitment Pack Office Manager and PA to Principal



ENJOYING TODAY, PREPARING FOR TOMORROW

 www.oiam.org/freeschool/

Vacancy Details

One In A Million Free School – Bradford
Enjoying today, preparing for tomorrow!

Office Manager and PA to the Principal

**Are you looking for your next challenge?
If so, we have the perfect opportunity for you.**

Who are we?

- We are part of the One In A Million family. One In A Million was established in 2006 as a charity that wanted to make a difference in the lives of young people in Bradford through sport, the arts and enterprise. Our name reflects our values: every child is valued and unique.
- OIAMFS opened in September 2013 with just 60 year 7 students, we are now full and oversubscribed every year. We are based next to the iconic home of Bradford City Football Club, Valley Parade.

What we offer:

- An exciting opportunity to join our corporate team.
- A busy and varied role, providing daily support to the Principal and Senior Leadership team and managing a small team of reception and administration staff.
- A warm and friendly working environment.
- We genuinely value our staff and fully support their development, well-being and career development.
- Flexible working arrangements
- Bradford is a vibrant city and our position in the heart of the city provides easy access to shopping, eating out and transport links.

What you offer:

- We are looking for someone who has excellent communication skills, confident with working with people at all levels.
- You will be able to lead and motivate the administration team.
- As a small school we sometimes have to take on a variety of roles so being a team player is essential.
- Share our values of Compassion, Honesty, Integrity and Excellence.

Vacancy Details

Hours: Flexible hours offered between 30 to 40 hours per week, term time only plus 20 days.

Salary: The salary for this post will be within the range 17 to 24 of the NC pay spine for Support Staff, which is currently £24,313.00 - £28,463 pa. (This will be reduced pro rata in accordance with the term time only contract and dependant on weekly hours agreed.)

Contract: Permanent

Start date: As soon as possible.

Further information/How to apply:

To apply or for more information about One In A Million, then please click on the link below:
<https://www.tes.com/jobs/employer/one-in-a-million-free-school-1062792>

We are committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced DBS check and satisfactory references. We are committed to Equal Opportunities.

Hub and Spoke

The ethos and vision of the One In A Million Free School are based upon our extensive experiences of delivering successful community based programmes in sport, the arts and enterprise.

The “Hub and Spoke” Model links the One In A Million Free School (hub) with our existing range of community activities (spokes).

Our “Wheel of Hope” vision places our Free School at the heart of all that the charity does to ensure that our innovative education projects reach as many young people as possible in and out of school throughout the Bradford community.



JOB DESCRIPTION

JOB TITLE:	Office Manager and PA to Principal
JOB LOCATION:	One In A Million Free School, Bradford
REPORTS TO:	Senior Business Manager
RESPONSIBLE FOR:	Receptionist and Administrator Staff
BUDGET RESPONSIBILITY:	None

ONE IN A MILLION FREE SCHOOL VISION & VALUES

Our overall aim is to make a difference to young people by engendering respect, self-regard, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'one in a million'.

Our mission is to enhance the life chances of all students at One In A Million Free School through a tailored programme of vocational learning across sport, the arts and enterprise.

Our vision is that each student will utilise their skills, talents and educational achievements across sport, the arts and enterprise to better themselves and their communities.

Our values: We are driven by our 4 core values, Compassion, Honesty, Integrity and Excellence

JOB PURPOSE:

To support the school as a member of the corporate staff team. Providing administrative support to the Principal and Senior Leadership Team and managing the reception and administration team to deliver an effective service to the staff, parents and visitors of the school. Support the Senior Business Manager with Governance arrangements.

JOB DESCRIPTION

KEY RESPONSIBILITIES: Your key responsibilities and duties are:-

- Provide administrative support to the Principal and Senior Leadership Team.
- Manage the Principal's diary, including arrangements for external conferences, meetings and associated hotel bookings.
- Be responsible for confidential secretarial, administration and clerical duties relating to all aspects of Principal's work including management of diary, correspondence, records, databases for whole school events, exclusions and personnel work.
- Opening correspondence addressed to the Principal, including all highly confidential correspondence and in consultation with the Principal, take appropriate action.
- Support the Senior Leadership Team in producing Word documents, PowerPoints, letters, scheduling meetings, preparing and circulating agendas and other relevant documentation.
- Support the Senior Business Manager with Governance reviews and updates including policies and school procedures.
- Oversee and administer for the process of Governor elections.
- Attend meetings as required and produce and circulate minutes within agreed timescales.
- Welcome the Principal's visitors to the school.
- Filter communications, including phone calls, to the Principal and coordinate appropriate responses when required.
- Oversee arrangements for external visitors to school.
- Carry out all duties as Office Manager supporting and delegating tasks to the administration team.
- Responsibility for all external correspondence leaving school such as parent letters, school timetables and holidays.
- Carry out a wide variety of administration tasks in line with school policies.
- In conjunction with the Senior Business Manager arrange hospitality for meetings and events/functions throughout the year.
- Manage the reception and administration staff including delegation of duties as appropriate ensuring the efficient running of the office.
- Monitor school admin and info email accounts on a daily basis and distribute/action as appropriate.
- Provide the necessary support to the Senior Business Manager and Data Manager with annual and in-year admissions.
- Work closely with other corporate team managers to ensure collaborative working amongst the corporate team.
- Assist with the organisation of school events such as Parents' Evening, Open Events, etc.
- Any other duties as reasonably expected of the post holder.

JOB DESCRIPTION

GENERAL RESPONSIBILITIES:

In addition to the specific responsibilities detailed above, the following general responsibilities apply:-

- Comply with all Free School policies and procedures ensuring commitment to the mission and values.
- Assist in the development of excellent working relationships throughout the school.
- Foster good relationships with external organisations that provide goods and services.
- Take responsibility for Health and Safety of yourself and that of others.
- Commit to ensuring own personal development.
- Comply with all contractual, legal and reasonable requirements of any venue being used by the school for its activities.
- Pro-actively promote and uphold One In A Million Free School acting as an Ambassador.
- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute.
- Carry out any other reasonable duties associated with the post.

SAFEGUARDING:

- In common with all employees this role includes responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Adherence to the School's Child Protection Policy Statement is required at all times.
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to OIAMFS's Designated Safeguarding Lead or Deputy Lead.

Person Specification

ATTITUDES

Aspect	Assessed by	Essential / Desirable
A good understanding of and commitment to the mission and vision of One In A Million	Interview & Application	E
Able to demonstrate how the values of One In A Million have been expressed in your life	Interview & Application	E
Demonstrate compassion in dealing with colleagues and others	Interview & Application	E
Work honestly and speak the truth with kindness	Interview & Application	E
Show how integrity is central to your life and why it is crucial	Interview & Application	E
Demonstrate excellence in all facets of work	Interview & Application	E
A clear understanding of vision and values, specifically as they relate to One In A Million, ensuring the Free School remains true to its aims, vision and mission	Interview & Application	E
Committed to using a variety of resources, including technologies, as appropriate, to maximise effectiveness	Interview & Application	E
Treats everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation	Interview & Application	E
Committed to Continuing Professional Development both personally and for colleagues	Interview & Application	E
Committed to collaborative learning and partnerships	Interview & Application	E

KNOWLEDGE & QUALIFICATIONS

Aspect	Assessed by	Essential / Desirable
Good standard of numeracy and literacy	Application	E
Min of 5 GCSE's or equivalent including Maths and English (Grade A - C)	Interview & Application	E
Able to use shorthand	Interview & Application	D

SKILLS & EXPERIENCE

Aspect	Assessed by	Essential / Desirable
Significant experience working in an administrative role	Interview & Application	E
Experience working as a PA or Executive Assistant.	Interview & Application	D
Experience working within Education.	Interview & Application	D
Ability to work in a manner that requires complete confidentiality and professionalism.	Interview & Application	E
Good computer literacy, including advanced use of Microsoft Office Packages, Word, Excel and Powerpoint	Interview & Application	E
Experience of Google and Apple software and apps	Interview & Application	D
Experience of SIMS software	Interview & Application	D
Experience supervising a team of administration staff	Interview & Application	D
Able to operate specialist computer applications after training	Interview & Application	D
Experience in using electronic communication e-mail	Interview & Application	E



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 www.oiam.org/freeschool/