



Clayton St John C of E Primary School Recruitment Pack



**Office Manager – 1 Year Fixed Term Maternity Cover
Required from 19th May 2025
Band 8, SCP 16-22
Actual Salary: £25,668 to £27,876**

Closing date: 9:00am, Tuesday 22nd April 2025
Interview & Tasks: Friday 25th April 2025

The journey starts here...



... at Clayton St. John

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Dear Prospective Applicant

Thank you for taking an interest in this role, which will be required for May 2025. This is an exciting opportunity for an outstanding candidate who is highly motivated with successful school experience.

The ideal candidate will have skills and experience and knowledge to provide business support to the school. We are looking for someone with enthusiasm for all aspects of school life. In return we offer you the opportunity to contribute to the future of Clayton St John CofE Primary.

Clayton St John CofE Primary is a 2 form entry Church of England Primary School and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford.

Clayton St John is a pupil-centred place of learning, fully committed to providing all the children in its care with the highest quality of education. Our goal at Clayton St John CofE Primary is to become an outstanding school that delivers educational excellence. You will be fortunate to support a new leadership team that demands the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We are seeking to appoint an Office Manager who has the drive and commitment to contribute to the success of our children.

Clayton St John is part of a Trust, a family of 21 schools. The 16 Primary schools have close working relationships supporting each other every day, you will become an integral part of the family. You will both support and be supported by the schools and the Trust central team both educationally and operationally, benefiting from the expertise within the Trust to challenge, support and give additionality.

This is an exciting opportunity for a talented and forward-thinking professional to make a sustained and substantial contribution to the growth and development of the school and the wider BDAT family.

We hope the enclosed information is helpful and encourages you to apply; we look forward to meeting you and reading your application.

Gemma Emsley

Gemma Emsley
Headteacher, Clayton St John CofE Primary School



Clayton St John C of E Primary School

Vision and Values

Our vision and values are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils as confident, happy citizens.

Clayton St John 'School Values & Be Ready Rules'

Our School Values.....

RESPECT

R: Resilience - To take risks and be confident to have a go and not give up when mistakes are made.

E: Encouragement - We are motivated by our family, friends and teachers and rejoice in God's love.

S: Security - The love, care and responsibility we are given make us feel safe at school.

P: Pride – Achieving individual goals and successes to be the best we can be.

E: Empathy – The ability to understand and share the feelings of others..

C: Collaboration - Working together we respect our differences and listen to each other.

T: Trust - With faith in God's love and each other, we can live the life we want to live.

Our 'Be Ready Rules'

- Be Kind
- Be Safe
- Be Respectful
- BE YOUR BEST!



About BDAT

Clayton St John CofE Primary School is an academy within Bradford Diocesan Academies Trust. The successful candidate will be employed by BDAT although their main place of work will be at Clayton St John CofE Primary school. BDAT strives to be diverse and inclusive employer a place where we can ALL be ourselves. We encourage and welcome applications from everyone.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our Mission Statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop and retain our staff. The Faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice. By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>



Job Title: Office Manager (1 Year Fixed Maternity Cover)

Scale: Band 8, SCP 16-22

Actual Salary: £25,668 to £27,876

Hours: 37 Term-time plus 10 days, 8.15am – 4.15pm *(subject to change for the right candidate)*

Job Purpose:

To assist the Academy Business Leader to manage and evolve an efficient business and administrative function at Clayton St John CofE Primary School. Responsible for providing support in the operation and maintenance of systems, processes and procedures relating to financial management, pupil administration, personnel, site and facilities and people management

Responsible to the Academy Business Leader and Headteacher from whom you 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, referring only exceptional or complex queries to senior members of staff. In the absence of the Academy Business Leader, the post holder would be expected to liaise with SLT members to ensure continuation of essential services.

The post holder is expected to provide prompt and effective information, advice and access to services provided by the academy to parents/carers, governors, community groups, members of the pupil 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 promoting the academy 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.

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.

Management and supervision of support staff, students on work experience, trainees and voluntary helpers including regular team meetings, sickness monitoring, and staff appraisals and coordinating and delegating relevant activities.



Training new and existing members of staff.

Undertake reception duties, answering complex telephone and face to face enquiries and signing in visitors

Take a lead role and participate in the recruitment of support staff, managing associated employment procedures.

Assist with pupil first aid/welfare duties, liaising with parents/staff etc.

Managing arrangements for visits by school nurse, photographer etc.

ADMINISTRATION

Provide an effective and efficient comprehensive administrative service, including the full range of administrative duties.

Assist in the organisation of events such as Presentation Evenings, Parents Evenings, Christmas Concerts, productions, external conferences etc., and organise associated administration.

Maintain and collate pupil data including free school meals and pupil premium information.

Manage ParentPay/website/school information management systems (SIMS) for ensuring accurate information, updates and returns as required internally and externally.

Complex data inputting of computerised records/management information systems, including Care Club, pupil Admissions, payroll systems etc.

Research, produce, analyse, interpret and interrogate complex data/information/detailed reports as appropriate to the school to facilitate the completion of internal/external performance requirements e.g. pupils data.

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 meetings/ room bookings/ minute taking/ retrieve and disseminate information as appropriate to the needs of the school/school lettings and other uses of school premises.

RESOURCES

Support the Academy Business Leader in procurement in accordance with Trust financial policies and procedures.

Maintaining stock and supplies, processing orders, checking delivery notes and invoices ensuring they are correctly recorded, cataloguing and distributing as required with regular audits of resources.



Responsible in the collection and recording of school income and other routine financial administration with occasional handling of cash with access to the school safe.

Responsible for the safe keeping of office equipment and secure storage of supplies and operating office equipment e.g. photocopier, computer

OTHER

Use good common sense and exercise considerable initiative in all matters relating to the conduct and behaviour of individuals, groups of pupils and whole classes; the correct use and care of materials by individual and small groups of pupils, the safety, mobility (if required) and hygiene and wellbeing of the pupils.

Recognise own strengths and areas of expertise and use these to advise and support others.

Organise and arrange school events/trips etc.

Assist with marketing and promotion of the school, developing constructive relationships and communicate with other agencies and professionals.

Receiving and escorting visitors around the School.

To be responsible for reporting building maintenance in accordance with health and safety requirements; supporting with health and safety management working collaboratively with the site manager.

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

This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.

Report all concerns to an appropriate person



Personnel Specification

PLEASE NOTE: When completing your application please demonstrate evidence of impact for each of the attributes below as appropriate.

Qualifications	Essential	Desirable
5 GCSEs including English and Maths Grade C or above or equivalent	✓	
NVQ 3 in Business Related Qualification or 3 years relevant experience	✓	
Experience & Skills	Essential	Desirable
Experience of working in a school office	✓	
Experience of implementing policies in relation to school business functions	✓	
Experience of management and operation of administrative systems and ICT packages eg. SIMS, Microsoft 365, Finance systems	✓	
Experience of leading and training staff		✓
Relevant experience in finance, human resources, administrative systems.	✓	
Experience of website maintenance		✓
Excellent organisational and time management skills	✓	
Excellent communication skills, both written and spoken	✓	
Ability to respond positively and enthusiastically to new challenges, prioritising effectively and delegating as appropriate	✓	
Ability to inspire, motivate and manage staff		✓
Experience of dealing with HR and payroll		✓
Training	Essential	Desirable
Evidence of continuing professional development	✓	
Willing to undertake training as required and assist in training colleagues	✓	
Evidence of training in relevant ICT applications		✓
Evidence of Safeguarding & Prevent training	✓	
Finance / book-keeping training		✓
Evidence of training in advanced ICT applications		✓
Excellent communication skills with all children, staff and stakeholders	✓	
Special Knowledge	Essential	Desirable



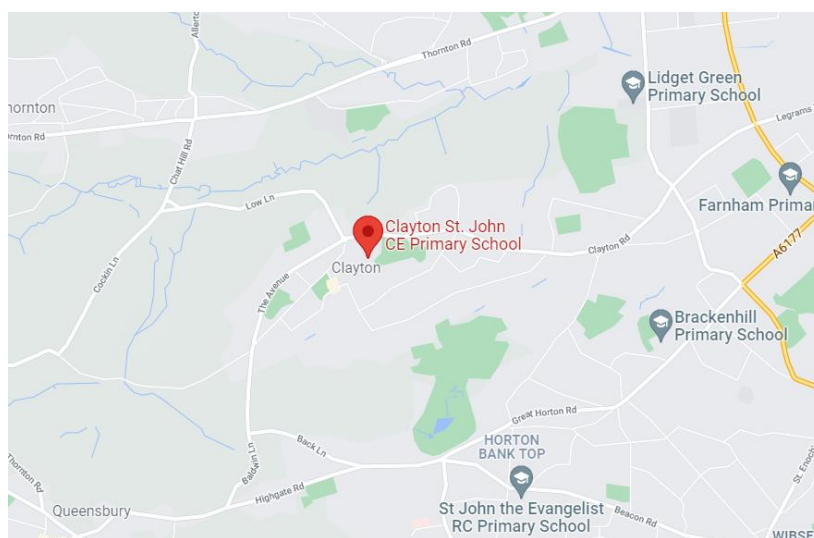
A proven ability to successfully manage resources effectively within your previous roles.	✓	
Knowledge of accounting systems	✓	
Knowledge of education and policies and procedures relating to working in a school	✓	
Able to direct/lead staff to meet deadlines and to support school policies and expectations	✓	
Ability to present complex information in verbal and written formats to both internal and external audiences	✓	
Experience of dealing with HR, payroll, and Health and Safety matters		✓
An understanding of Data Protection regulations	✓	
Knowledge of Health and Safety in schools		✓
Personal Circumstances	Essential	Desirable
Flexible in terms of working evenings on occasion in line with school calendar	✓	
Eligible to work in the U.K.	✓	
No contra-indications in personal background/criminal record indicating unsuitability to work with children/young people	✓	
Emulate the RESPECT values of Clayton St John:- <i>Resilience - Reliability Enjoyment – Passion for Teaching & Learning Security – Safeguarding & Wellbeing Pride – Celebrating the successes of our school Excellence – Strive for excellence Collaboration – Working as a team Trust – Honesty & Integrity</i>	✓	
Disposition/Attitude	Essential	Desirable
Ability to work under pressure and meet conflicting demands within deadlines	✓	
Ability to communicate effectively at all levels	✓	
Flexible and positive approach to change	✓	
Willing to work as part of a team	✓	
Professional and customer service orientated	✓	
Ability to maintain a high level of confidentiality and discretion at all times	✓	
Be calm and approachable	✓	
Practical / Intellectual Skills	Essential	Desirable
Complex problem solving		✓
Proactive	✓	
Creative thinking	✓	



Physical / Sensory	Essential	Desirable
Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate	✓	
Equality & Safeguarding	Essential	Desirable
Candidates should indicate an acceptance of, and a commitment to, <ul style="list-style-type: none"> the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community". 	✓	
Be committed to Safeguarding and promoting the welfare of children and young people	✓	

How to Find Us

MAP



Clayton St John C of E Primary School, Bradford Rd, Clayton, Bradford BD14 6DD

T: 01274 815862

W: www.claytonce.co.uk



Selection Process Guidance

Safeguarding

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS) and an online check. We will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references.

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact Maryam Ahmed (Office Manager), via email: office@claytonce.bdat-academies.org to arrange a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

Applications

Please ensure that all parts of the application are completed via MyNewTerm. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you via MyNewTerm with e-mail confirmation. If you are unsuccessful, you will also be informed.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.



Interview Process

The interviews will be held at the school and will consist of tasks and a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity with you.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We aim to make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Induction and Probation

All new staff will be part of an induction programme including Safeguarding Child Protection Training as soon as possible after their start date and at least once every academic year thereafter.

All new staff will be subject to a probation period which will be outlined in the employment contract.

Timeline

Closing date: 9:00am, Tuesday 22nd April 2025

Interview: Friday 25th April 2025