



# **Low Moor C. of E. Primary School**

## *Aiming for Excellence*

## **RECRUITMENT PACK**

### **Office Manager and Headteacher's P.A.**

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**Closing date: Monday 4<sup>th</sup> October 2021 at 9.00am**

**Interview date: Thursday 7<sup>th</sup> October**

# Low Moor C. of E. Primary School

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*Aiming for Excellence*

Dear Candidate,

Thank you for your interest in the vacancy at Low Moor C. of E. Primary School. I am delighted that you are considering joining our fantastic team of dedicated staff and hard-working pupils.

Low Moor Church of England Voluntary Controlled Primary School is part of the Diocese of Leeds family of schools. We are a two form entry, co-educational school for children aged 4 to 11 years.

Our school is a place in which everyone holds the highest expectations and ambition for themselves and for each other, a community in which adults and children work together, 'Aiming for Excellence' in all that we do.

The curriculum at Low Moor is exciting and engaging, with a vast array of opportunities for cross-curricular links and outdoor educational experiences. Our highly skilled team of teaching and support staff ensure that every child is well-supported and enabled to achieve their full potential.

Skills for learning permeate our work in school and through our 'Low Moor Learning Values', children are encouraged to develop characteristics that will ensure they are successful and competent, life-long learners.

In addition to providing an excellent education, our school is distinguished by its commitment to Christian worship and values, which includes respect for people of all faiths. These values are built into our ethos and this enables our children to develop and grow into confident and socially responsible young people.

We have very close links with both Holy Trinity and Aldersgate Methodist Churches and representatives from both these establishments regularly lead worship in our school, albeit virtually in the current climate.

Our governors, staff and pupils are extremely proud of a judgement of 'outstanding' from both Ofsted (October 2018) and SIAMS (February 2017).

If you have any questions or would like to know more about our school, please contact the school office and we will arrange for the relevant person to answer any queries you may have.

Visits to our school are encouraged and you are warmly invited to contact the school office to make arrangements.

Yours sincerely,

**Yvonne Broadbent**  
**Headteacher**



Park House Road, Low Moor, Bradford, BD12 0NN  
Tel: 01274 600797, Fax: 01274 414066

Email: [office@lowmoor.ngfl.ac.uk](mailto:office@lowmoor.ngfl.ac.uk) Website: [www.lowmoor.bradford.sch.uk](http://www.lowmoor.bradford.sch.uk)  
Headteacher: Mrs Y.C. Broadbent



**Low Moor C. of E. Primary School**  
**Park House Road, Low Moor, Bradford, BD12 0NN**



## **Office Manager and Headteacher's P.A.**

**Band 7-8 (SCP 11-22), 37 hours per week, term time plus 5 days**  
**Monday to Thursday 7:45am - 4:00pm, Friday 7:45am - 3:30pm (45-minute lunch)**  
**Salary £21,748 - £27,041 (Actual salary: £18,703 - £23,580)**

Low Moor C. of E. Primary School is an exciting, vibrant two form entry primary school, situated on the outskirts of Bradford. Located on the border of Calderdale, Kirklees and Leeds, our school is highly regarded within the community it serves.

We are looking to recruit, an enthusiastic, committed Office Manager and Headteacher's P.A. to join our friendly, supportive school admin team. The successful candidate will be responsible for the day to day running of the school office, managing all aspects of administration and communications. Experience of working in a school environment is desirable, however, we warmly invite applications from candidates who are able to demonstrate the skills and attributes required for this senior position in school.

We are looking for a candidate who:

- Has experience of the development, management and operation of administrative systems and complex ICT packages;
- Has experience of working at a senior level in an office environment;
- Is highly motivated and has excellent organisational and communication skills;
- Is a creative thinker who can provide innovative solutions to problems;
- Has excellent interpersonal skills;
- Works well independently or as part of a team;
- Has high expectations of self and others.

We offer:

- A well-resourced, positive working environment;
- Well behaved children who are keen to learn;
- A dedicated, supportive and friendly school community and staff with the highest expectations and aspirations for children;
- A commitment to your continuing professional development;
- A forward thinking school with high standards.

If you would like to visit school, or for further details about the role, please contact Mrs Lisa Bryan, Business Manager on 01274 600797 or [lisa.bryan@lowmoor.ngfl.ac.uk](mailto:lisa.bryan@lowmoor.ngfl.ac.uk)

The recruitment pack and application form is available from the school website <http://www.lowmoor.bradford.sch.uk/about-us/vacancies> or by contacting the school's Business Manager, Mrs Lisa Bryan on 01274 600797 or email: [lisa.bryan@lowmoor.ngfl.ac.uk](mailto:lisa.bryan@lowmoor.ngfl.ac.uk)

Completed applications should be sent by email to: [recruitment@lowmoor.ngfl.ac.uk](mailto:recruitment@lowmoor.ngfl.ac.uk)

Closing date: **Monday 4<sup>th</sup> October at 9.00am**. Interviews will be held on Thursday 7<sup>th</sup> October.

*Low Moor C. of E. Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. All posts are subject to an enhanced DBS check and satisfactory references.*

## **Low Moor C. of E. Primary School**

### **Office Manager and Headteacher's P.A. Job Description**

**Reports to:** Business Manager

**Job Purpose:**

To manage the school's admin office, ensuring efficient administrative and operational systems are established and maintained.

**Supervisory/managerial responsibilities:**

To take delegated responsibility in the supervision of administrative staff, students on work experience, trainees and voluntary helpers with whom the post holder is working.

**Supervision and guidance:**

To work under the supervision of the business manager, but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice where appropriate.

**Range of decision making:**

To make decisions where appropriate and resolve problems / situations personally, some of which are not covered by existing procedures or instructions. To interpret guidelines from other staff on the preparation of documents and materials. The post holder will be expected to use initiative in all matters relating to administrative duties.

**Responsibility for assets, materials etc:**

To maintain the confidential nature of information relating to the school, its pupils, parents and carers and staff.

Under supervision of senior members of staff, responsible for the management of a cashless payment system and support for the management of substantial budgets delegated to the school.

Responsible for the safe keeping of computer hardware and software, ensuring the requirements for the Data Protection Act are met.

**Contacts:**

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Diocese and members of the local clergy, Social Services, Police, Local Education Authority, Education Bradford, Contractors, External Agencies.

**Range of duties:**

**1. Organisation**

- 1.1. Manage all aspects of the school reception, including greeting visitors and answering phones.
- 1.2. Plan, develop and organise support service systems/procedures/policies.
- 1.3. Organise school trips/events/after school clubs etc.
- 1.4. Receive all work into the office, determine priorities and delegate duties to staff as appropriate, ensuring deadlines are achieved.
- 1.5. Deal with queries, especially in the absence of the headteacher and decide how to deal with the query and whether it should be referred to another member of staff.
- 1.6. Maintain high and professional standards as the front line to the school.

## **2. Administration**

- 2.1. Personal assistant to the headteacher.
- 2.2. Provide personal, administrative and organisational support to other staff.
- 2.3. Manage manual and computerised record/information systems.
- 2.4. Ensure that administrative tasks are undertaken in accordance with agreed policies, procedures and appropriate legislation.
- 2.5. Analyse and evaluate data/information and produce reports/information/data as required.
- 2.6. Create, produce and maintain the whole school calendar, diary and staff bulletin.
- 2.7. Oversee the admission arrangements for new pupils and liaise with the local authority.
- 2.8. Administer procedures relating to pupils transferring or leaving the school.
- 2.9. Update information in the school prospectus and on the school website.

## **3. Pupil Data**

- 3.1. Keep records of pupil attendance and contact parents about absences.
- 3.2. Keep records of pupil exclusions and reasons and provide information to the local authority.
- 3.3. Be responsible for all statutory data returns such as roll figures, absence returns and school and workforce census.
- 3.4. Manage pupil data by ensuring that all required pupil data is up to date and accurate eg FSM figures, ethnicity codes, SEN Status, pupil results and issue UPNs.

## **4. Resources**

- 4.1. Operate relevant equipment/complex ICT packages.
- 4.2. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- 4.3. Provide advice and guidance to staff, pupils and others.
- 4.4. Undertake research and obtain information to inform decisions.
- 4.5. Assist with marketing and promotion of the school.
- 4.6. Undertake complex administration procedures.
- 4.7. Manage expenditure within an agreed budget.

## **5. Responsibilities**

- 5.1. Review and update policies and procedures in accordance with a pre-determined timetable.
- 5.2. Manage the organisation and booking of all staff development training courses and maintain staff training records.
- 5.3. Be aware of and support difference and ensure equal opportunities for all.
- 5.4. Contribute to the overall ethos/work/aims of the school.

- 5.5. Establish constructive relationships and communicate with other agencies/professionals.
- 5.6. Attend and participate in meetings.
- 5.7. Participate in training and other learning activities and performance development as required.
- 5.8. Support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- 5.9. Recognise own strengths and areas of expertise and use these to advise and support others.
- 5.10. Contribute to whole school events as and when required.
- 5.11. Awareness of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.

## **6. Management**

- 6.1. Manage office staff.
- 6.2. Liaise between managers/teaching staff and support staff.

## **7. Personnel**

- 7.1. Assist in the recruitment process of new staff and volunteers.
- 7.2. Assist in the induction and training of new staff and volunteers.
- 7.3. Distribute documents and policy updates to staff and record evidence they have been read and understood.

## **8. Clerk to Governing body**

- 8.1. Advise the governing body on governance, procedural and constitutional matters.
- 8.2. Provide administrative support to the governing body and other committees.
- 8.3. Effectively manage information in accordance with legal requirements.
- 8.4. In conjunction with the Headteacher and Chair of the governing body, prepare the agendas and appendices, uploading these to the secure area of the school website.
- 8.5. Produce and maintain the calendar of meeting dates and record of attendance.
- 8.6. Attend governing body meetings as appropriate, taking minutes, circulating minutes and following up any points for action.
- 8.7. Maintain and update governor records.

## Personnel Specification – Office Manager and Headteacher's P.A.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>1. EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative systems and complex ICT packages.</li> <li>• General technical / resource experience eg. ICT.</li> <li>• A background in office administration</li> <li>• Experience of managing staff and working in a team situation.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school office</li> <li>• Experience of a PA role and handling work of a confidential nature</li> <li>• Experience of Clerk to Governor duties</li> </ul>	Application form & Selection process
<b>2. QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths (A*-C or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualification(s) or study relating to the post.</li> </ul>	Application form & certificates.
<b>3. TRAINING</b>	<ul style="list-style-type: none"> <li>• Commitment to continuing professional development</li> <li>• Willingness to participate in development and training opportunities.</li> <li>• Evidence of relevant previous personal development.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of safeguarding and child protection.</li> </ul>	Application form & Selection process
<b>4. SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Demonstrate an ability to lead and manage the work and outcomes of other people as well as working in a team</li> <li>• Demonstrate ability to prioritise workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail.</li> <li>• Problem solve and create innovative solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SIMs.</li> <li>• Capacity for, and interest in, enhancing personal development</li> </ul>	Application form & Selection process

## Personnel Specification – Office Manager and Headteacher's P.A.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<ul style="list-style-type: none"> <li>• Possess excellent ICT skills with a sound knowledge of software packages, such as Microsoft.</li> </ul>		
<b>5. EQUALITY</b>	<ul style="list-style-type: none"> <li>• Candidates should indicate an acceptance of and commitment to the principles underlying the School's Equal Opportunities policies and practices.</li> </ul>		Selection process
<b>6. DISPOSITION - ADJUSTMENT/ ATTITUDE</b>	<ul style="list-style-type: none"> <li>• A calm and organised nature.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent time management and organisation skills.</li> <li>• High expectations of self and professional standards.</li> <li>• The ability to work as both part of a team and independently.</li> <li>• The ability to maintain successful working relationships with other colleagues.</li> <li>• Able to plan and take control of situations.</li> <li>• Committed to contributing to the wider school and its community.</li> <li>• Capable of handling a demanding workload and successfully prioritising work.</li> </ul>		Selection process
<b>7. PRACTICAL &amp; INTELLECTUAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities for all.</li> <li>• Ability to prepare and present high-quality documents.</li> <li>• Able to support the development and implementation of all school policies.</li> </ul>		Application form & Selection process
<b>8. CIRCUMSTANCES - PERSONAL</b>	<ul style="list-style-type: none"> <li>• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).</li> </ul>		Selection process.



**Personnel Specification – Office Manager and Headteacher's P.A.**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<ul style="list-style-type: none"><li>• No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).</li><li>• Requirement to participate in some out-of-school working hours, including evening and other in-service commitments.</li><li>• Excellent attendance and punctuality record</li></ul>		Sight of appropriate documentation as specified in interview letter