



Information for Applicants

Office Manager

Grade G

Permanent – Term Time Only + 2 days (exam results days)

37 Hours

Tadcaster Grammar School

Toulston

Tadcaster

LS24 9NB

Telephone: 01937 833466

Email:

tgs.recruitment@tgs.starmat.uk

Headteacher: Mr A Parkinson

Thank you for your interest in the post of Office Manager.

This role is to manage the delivery of non-classroom support to students and visitors of Tadcaster Grammar School. This is a busy but highly rewarding role working with the team who are the first people visitors meet when coming to TGS.

TGS is a large and high achieving 11-18 comprehensive school and one which has a unique 'family' feel. We deliver a broad and rich curriculum, provide excellent pastoral support and pledge to deliver really high quality experiences for all our students. A commitment to professional learning is at the heart of our success here; we have high expectations of colleagues but provide great support and opportunities in return.

When I first arrived at TGS in September 2019 there were a number of things that immediately impressed me. The first was the very open and welcoming nature of the school from both the staff and students. The second was the sheer variety of activities which are offered both within the curriculum and after school hours. Finally it was apparent that TGS was a school with a strong reputation for looking after its students and where high standards of conduct are non-negotiable.

Our recent Ofsted inspection confirmed what we already knew - that our students enjoy their learning, that they feel safe and well looked after, that the school has an ambitious curriculum which is taught exceptionally well, and that we are firmly committed to providing the very best quality of education for every student both now and in the future.

At TGS we do not limit our definition of achievement simply to traditionally academic pursuits, we believe in developing well rounded individuals and, as such, we make a significant investment in the areas of sport, creative and performing arts.

If you feel you are ready for the challenge and would like to know more about the school and its activities please take a look at our website at <https://tgs.starmat.uk/>.

Thank you for your interest in this post.

Yours faithfully

Mr A Parkinson
Headteacher

THE SELECTION PROCESS

If you wish to apply for the post of Office Manager, then you should complete the STAR MAT online application form <https://bit.ly/STARSupportApp>

Your supporting statement must not exceed two sides of A4 and should address the following points:-

- Relevant training and experience
- Personal skills and qualities
- Why you want the job

Remember when addressing the above, *less is sometimes more.*

Timeline for the selection process

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| Post advertised | 7th March 2023 |
| Closing time/date for applications: | 9.00 AM 21st March 2023 |
| Short listing: | 21/22nd March 2023 |
| Invitation to interview by telephone/ Confirmation by email: | 23rd March 2023 |
| Selection day: | w/c 27th March 2023 |

Appendices

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| 1 | The School Vision and Values Statement |
| 2 | Job description and person specification for the role of Office Manager |

Appendix 1: The School Vision and Values Statement

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|  | <p>Creating outstanding education in all of our schools to enable every young person to flourish and realise their full potential.</p> |  | <p>Be your best self, be:</p> <p>Ambitious Resilient Responsible Respectful</p> |
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OUR VISION *(Our cause; our key belief)*

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| <p>Be your best self</p> | <p>During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should also be:</p> <ul style="list-style-type: none"> ● aware of the needs of others in their thoughts and actions; ● empowered to control their own well-being; ● able to achieve fulfillment in their current and future lives. |
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OUR CORE VALUES *(These should be seen, experienced & lived)*

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

All **staff** are expected to consistently model the following **values** which underpin everything we do, every day:

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| <p>Students considered first</p> | <p>All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.</p> |
| <p>High expectations - no limitations</p> | <p>We do not prejudice potential by preconceptions about individuals or groups of students.</p> |
| <p>The right curriculum experience for each student</p> | <p>We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.</p> |

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| The best support for each student | Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this. |
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All **students** are expected and supported to show the following **values** in everything they do in school, every day:

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| Ambition | To show a desire and determination to achieve success. |
| Resilience | To show a determination to achieve success |
| Responsibility | To take ownership for their actions and work in and out of school. |
| Respect | To be considerate to themselves and others. |

Appendix 2: Job Description

Job Title: Office Manager, Grade G

JOB DESCRIPTION

Grade: G13-18
Hours: 37 hours per week. Term time only (plus 2 days on exam results days)
Responsible To: School Business Manager
Job Purpose: To manage the Administrative and Cover function within the school to provide an effective and efficient service to all staff, pupils and parents, ensuring the smooth running of the school on a daily basis.

The Post holder will manage a team of support staff, including the recruitment, allocation and monitoring of work, appraisal and training. Expected to use analytical skills, initiative and experience to deal with problems as they arise.

Job Context:

Works within the busy environment of the school office managing the administration for the school, which provides administrative, first aid and reception service, where excellent organisational skills are essential in order to handle the variety of tasks that are required to be undertaken. Managing staff on a daily basis to ensure the smooth running of these functions during the school day regardless of any situation which may arise.

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

Staff are guided by the following **values** which underpin everything we do, every day:

| | |
|---|--|
| Students considered first | All of our decisions should put the needs of students first. All students will be known well, included, valued and heard. |
| High expectations - no limitations | We do not prejudice potential by preconceptions about individuals or groups of students. |
| The right curriculum experience for each student | We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer. |
| The best support for each student | Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this. |

Main Responsibilities

Operational Issues

Facilitate the smooth running of the school administrative function.

Responsible for oversight of staff absence cover on a daily basis to include organising supply staff in liaison with

HR, coordinating room changes and cover for exams. Manage, maintain and update rotas and Protocols for, assemblies, break duties, detentions, tutor teams, visitors, severe weather protocol, evacuation, prize giving, parent evenings and any other events in the school.

Responsible for operating an agreed budget.

Oversee the Inventory sign-in system.

Line manage the school reprographics, first aid, reception and student administration staff and oversee their work responsibilities.

Attend operational meetings with leadership

Deal with student requests -timetables, planners, cashless catering, Parentpay

Responsible for stationary and other requirements, including overseeing the postal arrangements, relevant to the appropriate running of the Admin Dept.

Analyse, interpret and evaluate data and produce detailed reports as required

Contribute to the development of administrative policies and procedures

Maintain and oversee confidential staff records

Handle and process computerised information which includes absence management information in liaison with HR.

Compile and submit statistical returns on a weekly, monthly, annual basis or as required by the Headteacher or Trust.

Keep up to date and provide information to Headteacher, Senior Managers and Governors on relevant admin matters when requested..

Organise room bookings and assist with the planning of school events e.g. school trips.

Facilitate the smooth running of the school administration e.g. exclusions, admissions and leaver's paperwork.

Handle and process computerised information, which includes

Be proactive, initiate necessary action and be able and prepared to put forward your own judgements.

Be able to record, summarise, share and feedback information, using IT skills when necessary to do so.

Lead in the provision of medical emergency support, ensuring the reporting incidents and liaison with relevant parties is conducted where appropriate.

Communications

Communicate information to the Headteacher, Business Manager, governing body, senior managers and other staff as required. This may include attendance/participation at governing body/management team meetings.

Takes a lead role in communication within the school

Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.

Liaise with Headteacher, SLT, Curriculum Team Leaders, Teachers and external departments Manage the

delivery of an efficient reception service, acting as the first point of contact and dealing with queries

Provides advice on a variety of topics to a range of audiences eg. Procedural advice

Be available outside working hours to be able to provide parents and staff with text, or messaging updates for emergency situations.

People/Resource management

Manage a team of admin, cover or other support staff - Oversee and organising their workload as well as participate in the recruitment / induction / appraisal/training/mentoring of the team the post holder is responsible for.

Participate in the school's performance management scheme.

Participate in training and other learning activities and performance development as required. Attend staff meetings and training days and management team meetings by agreement with the Headteacher.

Systems and Information

Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.

Share information appropriately - in writing, by telephone, electronically and in person. Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality.

Ensure that information systems are in place to ensure that accurate electronic and manual records are maintained and updated as required

Safeguarding

Show an awareness of and comply with the policies and procedures relating to child protection and safeguarding.

Show a commitment to safeguarding and promoting the welfare of children, young people and adults, recognise signs of change, danger or risk of harm and raise concerns as appropriate.

Undertake training to ensure knowledge around safeguarding is up to date.

Partnership working

Work with external agencies to support students and their families seek the help that they require.

Data Protection

To comply with MAT policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Equalities

To engage in opportunities **to** develop an understanding of all aspects of inclusion and equal opportunities issues.

Health and Safety

To be aware of and implement health and safety responsibilities as an employee and where appropriate any specialist or managerial health and safety responsible defined in the Health and Safety policy and procedure

To be fully aware of the risk assessment process.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst the job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

**Appendix 3
Person Specification**

PERSON SPECIFICATION

JOB TITLE: School Office Manager (Grade G)

| Essential upon appointment | Desirable on appointment |
|---|--|
| <p>Knowledge</p> <ul style="list-style-type: none"> · Significant knowledge of office and admin systems · Knowledge of Health & Safety regulations · Knowledge of procurement procedures · Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality. | <ul style="list-style-type: none"> · Knowledge of finance for budget management and checking financial systems · Knowledge of school procedures · GDPR records knowledge and experience |
| <p>Experience</p> <ul style="list-style-type: none"> · Significant experience in public or private sector administration · Experience of managing staff · Experience of the use of a range of IT applications | |
| <p>Occupational Skills</p> <ul style="list-style-type: none"> · Excellent ICT skills · Analytical and statistical skills · Excellent problem solving skills · Ability to work on own initiative · High level of literacy and numeracy skills. · Excellent written and verbal communication skills | |

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| <ul style="list-style-type: none"> · Report writing skills | |
| <p>Qualifications</p> <ul style="list-style-type: none"> · Level 3 qualification in Business/Finance/Administration or equivalent to evidence in-depth knowledge of administrative, finance and business processes · Commitment to undertake training relevant to post. | <ul style="list-style-type: none"> · Appropriate first aid training (Dependent on the schools needs - insert as appropriate) · Level 4 qualification |
| <p>Personal Qualities</p> <ul style="list-style-type: none"> · Attention to detail, neatness and accuracy · Dependability and reliability · Ability to work successfully in a team & lead a small team of staff · Confidentiality · Ability to prioritise conflicting demands and pressures · Ability to work with a wide range of people e.g. pupils, teachers, parents and Governors. · Ability to adapt and learn from situations to enhance procedures and staff. | |
| <p>Other Requirements</p> <ul style="list-style-type: none"> · To be committed to the school's policy and ethos. · To be committed to Continual Professional Development. · Motivation to work with children and young people. · Ability to form and maintain appropriate relationships and personal boundaries with children and young people. · Enhanced DBS clearance required | |