



Haberdashers'
Slade Green Primary

Office Administration Manager Recruitment Pack

April 2023



Together, stronger



Haberdashers'
Academies Trust
South

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Dear Candidate,

We are a Trust of nine schools, all based in South East London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives. Having joined the Trust as CEO in September 2020, I am excited by the steps we have taken together and the future ambitions we have set.

We are a Trust with great potential, and three key strategies guide our success – all of these can be found on our website and within this recruitment pack. At the heart of these is our School Improvement Strategy but we know we will not be successful without great people and a secure infrastructure. Therefore, our People Strategy (which includes our EDI and well-being strategy) and our Business Sustainability are integral to our core business. Our scale of expertise and leadership gives us the capacity to achieve great things. It is this capacity which will allow us to take on new challenges and allow our staff to become the best version of themselves.

We want the best people to join our Haberdashers' community and we are committed to a diverse and inclusive student and staff body. If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

I look forward to hearing from you.

Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South

Dear Candidate,

Thank you for your interest in Haberdashers' Slade Green Primary, part of Haberdashers' Academies Trust South. We are dedicated to serving our communities, by providing our children and young people the best education we can, to equip them for their adult lives and as contributors to the society in which they live.

An exciting opportunity has arisen for a well organised, ambitious and highly motivated and solution focused person to join our school as an Office Administration Manager. You will be responsible for managing the day-to-day operations of the school office, ensuring an excellent service for parents, staff and the wider community. You will be highly organised, have strong computer skills and excellent interpersonal skills with the ability to motivate and inspire others. An eye for detail and ability to work under pressure and meet deadlines are essential and experience of school MIS systems would be an advantage.

We take pride in being an inclusive school providing children with a sense of belonging. Our knowledge rich curriculum aims for all children to '**Engage, Enrich and Excel**', recognising the diversity of our local and wider community. We have great children with outstanding behaviour who are keen to learn and have a sense of respect and responsibility towards each other. Our strong passionate team value the contributions that every individual brings to our school.

We thrive on developing happy and successful partnerships with staff, parents and children. We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to.

We offer a wide range of CPD opportunities, leadership development, coaching and networking within our Trust.

Join the Haberdashers' Academies Trust South and belong to something more.

- An extensive support network, opening doors to countless staff development opportunities.
- An established name, which you can be proud to work for

Slade Green Primary is well placed for good transport links. Local buses pass our entrance, Slade Green train station is just five minutes' walk away and we have cycle racks and a large car park.

You're more than welcome to visit, please don't hesitate to contact me if you'd like to discuss the post further or want to arrange a tour of the school.



Jan Mintram
Principal



About Haberdashers' Academies Trust South



We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by ethos of working together and our values of being ambitious, always growing and contributing to the world as global citizens.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: www.habstrustsouth.org.uk

VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

Our three main objectives are:

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit: <https://www.habstrustsouth.org.uk/Our-Vision-and-Strategy>

Our Sponsors

Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what our Trust and schools what they are today.



The Worshipful Company of Haberdashers

Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is hugely important to the Haberdashers' Company and today there are more than 12,000 children and young people in its' family of 21 schools. The Haberdashers' network of maintained and independent schools stretch across the country, covering north London, Shropshire and Monmouth and our own Trust, in south London and Kent. We have regular opportunities to collaborate with the wider network of Haberdashers' schools on a number of initiatives and events.

The Haberdashers' Company supports our pupils in many ways. There are a number of educational and careers initiatives that are organised by the Company, such as the Livery Academy Awards, Monmouth - City of London Work Experience, Haberdashers' Musician of the Year, an annual Year 7 visit to the prestigious Haberdashers' Hall, cross school sporting competitions, mentoring, trips and much more. Each year, a number of Year 13 pupils receive scholarships that will support them financially through university and the Company fund a number of projects throughout the school year. The relationship with the Haberdashers Company is central to the success of the Haberdashers' Advantage enrichment programme, and pupils, parents and staff are proud of this relationship.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: www.haberdashers.co.uk



Temple Grove Schools Trust

Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: www.templegrove.org.uk

Role Description

Job Title:	Office Administration Manager
Contract type:	Permanent
Salary:	Scale 5/6 point 17-24 £27,678 -£32,645 FTE
School/ Service:	Haberdashers' Slade Green Primary
Location:	DA8 2EL
Hours per week:	35 hours per week Term time plus 4 weeks during holidays.
Accountable to:	Principal

Key Responsibilities

The Office Administration Manager:

- Promotes the highest standards and business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives;
- Is responsible for the financial resource management; administration management; management information and ICT; human resource management; facility & property management; health & safety management of the school.
- Ensures statutory compliance.

Key External Contacts

Education Agencies, Schools, Parents & guardians, Local Authorities

Key Internal Contacts

School Staff, Trust central team

Person specification

Duties and Responsibilities

Leadership & Strategy

- Lead and manage the pupil services team;
- Be responsible for risk management and the school risk register

Financial Resource Management

- Use the agreed budget to actively monitor and control performance to achieve value for money;
- Identify and inform the Principal of the causes of significant variance and seek guidance to take prompt corrective action;
- To ensure that ongoing budgetary information is shared with relevant people;
- Identify additional finance required to fund the school's proposed activities;
- Seek and make use of specialist financial expertise;
- Ensuring the accuracy and timely input of the nursery funding headcount

Administration Management

- Manage the whole school administrative function and lead the pupil services team;
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals;
- Manage the school's website, be responsible for keeping it up-to-date and maintaining its accuracy.
- Define responsibilities, information and support for staff and other stakeholders;
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources;
- Establish and use effective methods to review and improve administrative systems;
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximum efficiency and avoid duplication;
- Prepare information for publications and returns to the Department for Education, the local authority and other agencies and stakeholders within statutory guidelines;
- Maintain and monitor the school's HR systems and processes and the payroll process.
- Maintain the Single Central Record and records of staff compliance with the school's safeguarding commitments
- Produce recruitment packs as and when required, liaising with jobs websites to post job advertisements and liaise with potential candidates to encourage interest and applications
- Administer staff absence, record this and ensure follow-up procedures take place
- Administer Governor appointments and onboarding ensuring records are kept up to date

Admissions

- Manage and administer the admissions procedure, be responsible for marketing, promote the school and raise its profile within the local community.
- Liaise with the local authority, maintain waiting lists of applicants and communicate with parents as places arise.
- Assist in preparation for Open evening and organise Open Mornings/tours of school, attend school-based open events.
- Assist in the production of the school prospectus.
- Provide administration support to the Appeals process and with the 'on the day' arrangements.
- Manage admissions webpage on school website.
- Support parents to make claims for 30-hour places and administer this process
- Ensure a smooth onboarding process for all admissions.

Person specification

• Duties and Responsibilities

- Assist in the production of the school prospectus.
- Provide administration support to the Appeals process and with the 'on the day' arrangements.
- Manage admissions webpage on school website.
- Support parents to make claims for 30-hour places

Facility & Property Management

- Ensure the safe maintenance and security operation of all school premises;
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings;
- Ensure the continuing availability of utilities, site services and equipment;
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided;
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively;
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements;
- Seek professional advice on insurance and advise the SMT on appropriate insurances for the school and implement and manage schemes accordingly;
- Monitor and update the EVERY management system
-

Health & Safety

- Act as the school's Health & Safety Co-ordinator and Fire Officer;
- Organise and minute termly Health and Safety committee meetings
- Plan, instigate and maintain records of fire practices and alarm tests;
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people;
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change;
- Enable regular consultation with people on health and safety issues;
- Ensure systems are in place to enable the identification of hazards and risk assessments;
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, governors and where appropriate the Health & Safety Executive;
- Ensure the maximum level of security consistent with the ethos of the school;
- Oversee statutory obligations are being met for pupils with special educational needs; ensuring that financial and supporting agency services are adequate for their diverse needs;
- Take responsibility for the promotion and practice of safeguarding the welfare of children at the school;

Person specification

JOB REQUIREMENTS	Essential	Desirable
<u>Qualifications</u>		
Preferably educated to a minimum of Level 3 standard or equivalent e.g. A level, BTEC Diploma, AAT in related subjects e.g. Finance, Accountancy, Business Studies	✓	
GCSE Maths/English grades A-C or equivalent and	✓	
<u>Experience</u>		
Experience of leading a team of people for improvement with successful outcomes		
Strong computer skills (word processing, spreadsheets, databases etc) School MIS	✓	✓
2 years' experience of working in an office environment	✓	
Experience of operating effective financial processes	✓	
<u>Skills, knowledge and understanding</u>		
Ability to effectively present written and verbal information to a variety of audiences	✓	
Excellent communication and interpersonal skills.	✓	
Commitment to delivering a quality, customer focussed service	✓	
Awareness of sensitive information and the ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information.	✓	
Ability to demonstrate respect for pupils, parents and staff and be able to listen to their views	✓	
Ability to use initiative to achieve set deadlines and manage conflicting priorities.	✓	
Ability to manage contracts	✓	
Ability to work under pressure and to tight deadlines	✓	
Proficient in the use of Internet / Intranet and office applications. Knowledge and ability to use ICT effectively	✓	
A good understanding of health, safety and security issues in schools	✓	
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓	
<u>Other Requirements</u>		
A commitment to on-going personal development and willingness to undertake appropriate training	✓	
Appointment to the post is subject to a satisfactory enhanced DBS check	✓	
Evidence of commitment to safeguarding and protecting the welfare of children	✓	
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓	



“ I applied to Haberdashers because it’s always been one of those prestigious schools and I just wanted to be a part of the Federation.

There is always somebody here to support you, to push you, to drive you and we all share the same goal – to provide a good education for all the children that come to our schools”

Emily Gyimah, Principal
Haberdashers’ Hatcham Primary

Why Haberdashers?

Joining Haberdashers' Academies Trust South at any point in your career will be a rewarding and fulfilling experience. You will be part of a driven team that spans nine schools and a central services team in South East London and Kent, who are all resolute in their aim to make our schools excellent places to learn and work. We offer an attractive benefits package, plenty of professional development opportunities and a focus on career growth. You will also experience a flexible and supportive work environment with a focus on health and wellbeing, and a culture of openness and respect.

- **Providing talent development opportunities:** Habs Institute, the professional learning arm of the Trust, is committed to the development of all our staff and departments.
- **Haberdashers' Advantage:** our relationship with the Haberdashers Company ensures that working for the Trust is a truly exceptional and unique experience
- **Offering flexible working:** We are able to consider flexible and family- friendly working opportunities.
- **Pensions:** when you join the Trust you will be enrolled onto a Teaching or Local Government pension scheme
- **Supporting your health and wellbeing:** All our employees have free access to a 24-hour confidential counselling service.
- **Perks and discounts through Perkbox:** All our staff have access employee benefits, recognition and wellbeing via the Perkbox platform.
- **Season ticket travel loans & Ride2Work scheme:** Get help with travel through a travel ticket loan or help with buying a bike
- **Computer Loan Scheme & Microsoft Office:** Purchase hardware or software at a discounted rate
- **Discounts:** Enjoy money off with a range of suppliers including Apple and O2
- **Actively promoting equality and diversity:** We are committed to promoting an equal and inclusive community and attracting a diverse range of candidates.
- **Join us on our journey:** over the next five years we will bring our mission to life with our strategic vision of 'every school an excellent school'

To find out more about the benefits of a career at our Trust, please visit:
www.habstrustsouth.org.uk/Benefits

“I came to interview and the questions were more about the holistic experiences of children and that perspective of education just really interested me.

It’s great being part of the Haberdashers’ community because you have all these partner schools and colleagues that you may not necessarily know on a first name basis but its really interesting to learn from each other and share best practice on Trust Inset Days. It’s nice to be a part of a wider community”

Amy Spicer, Year 5 Teacher
Haberdashers' Slade Green Primary



Recruitment process and additional recruitment information

Closing date: 17th April 2023

Interview date: 21 or 26 April 2023

Start date: May 2023

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- A presentation
- A panel Interview

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing

sladegreenadmin@habstrustsouth.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

References: We will obtain references from your referees if you are successful at interview. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all shortlisted applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



Haberdashers' Slade Green Primary

For a confidential discussion about this post
or to arrange a visit to our school, please
contact the office on 01322 402 188 or email
sladegreenadmin@habstrustsouth.org.uk

Thank you for your interest in
Haberdashers' Slade Green Primary.
We look forward to receiving your
application.

www.habssladegreenprimary.org.uk

Haberdashers' Slade Green Primary
Chrome Road, Erith, Kent DA8 2EL