



Saint George's
Church of England School

WORKING AT SAINT GEORGE'S C OF E SCHOOL

Join our Team



**For Appointment of:
Office Manager – Secondary
Phase (Maternity Cover)**



**Diocese of
Rochester**



**PROUD TO BE
Aletheia
Academies Trust**



Saint George's Church of England All Through School



We consider our school to be highly inclusive, welcoming students of all backgrounds and beliefs, unified by our commitment to their well-being and sense of achievement.

Saint George's has developed a reputation as a high achieving school providing excellent outcomes for all students academically and in terms of their personal growth. We have exceptionally high expectations of how our students behave, speak, and present themselves. This is underpinned by our Christian values, our worship and school ethos. Everyone who wishes to learn is welcome.

Our motto '**All Different, All Equal, All Flourishing**' emphasises our Christian belief that the God-given talents of all students should be encouraged and developed, recognising, and valuing their unique worth.

We have had a long-held belief in the potential of an all-through school to further enhance the educational provision on our site. We are delighted that this vision has now become a reality for Saint George's. A shared philosophy ensures that there is greater consistency around expectations, ethos and pedagogy which eliminates any unsettling transition between the primary and secondary phases. We facilitate teachers working together in the primary and secondary phases which raises aspirations still further and ensures that children are not able to fall through the gaps. Our primary pupils benefit from having specialist subject staff available and economies of scale allow greater spending on teaching and learning and the sharing of specialist and enhanced facilities for all pupils.

At Saint George's, we strive for all students to have learnt new skills, to have developed their talents and with this, a love of learning; making them confident, articulate, sensitive and caring citizens for the future.



CEO's Welcome Stephen Carey

Thank you for your interest in the role at Saint George's C of E All Through School. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

Aletheia Academies Trust's vision is rooted in a determination to **improve the life chances of local children**. Aletheia has grown with devotion to a principle of geographical proximity; knowing, caring for, and understanding the areas we operate in are important to us. Since our inception, the Trust has adopted an operational model based upon the notion of a family of schools; understanding that like any family member, each school, and each community that it serves, is unique. Schools are encouraged to celebrate and explore this dimension. The role of the Trust is to act in a parental capacity; to ensure that each school is well-supported and individual strengths are shared to improve the outcomes of all; to provide wider experiences to Trust pupils beyond the capabilities of any individual school; to develop and share staff expertise; to provide expert leadership and governance.

Saint George's was one of the founding schools within Aletheia Academies Trust and continues to play a significant part in the development of the organisation. As the only current open provision with a secondary phase, the school has a pivotal role in the co-construction of an all-age learning journey for pupils. The school has excellent staff retention rates and is deservedly proud of the palpable sense of community that stakeholders and visitors encounter and regularly comment upon. The school provides an exemplary model of the highly ethical and inclusive Trust vision and values.

It is these values and principles that make me feel so proud and privileged to serve as the CEO of the Aletheia Academies Trust.

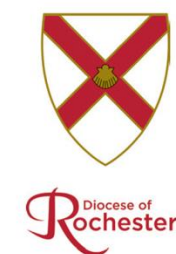
I look forward to receiving your application.



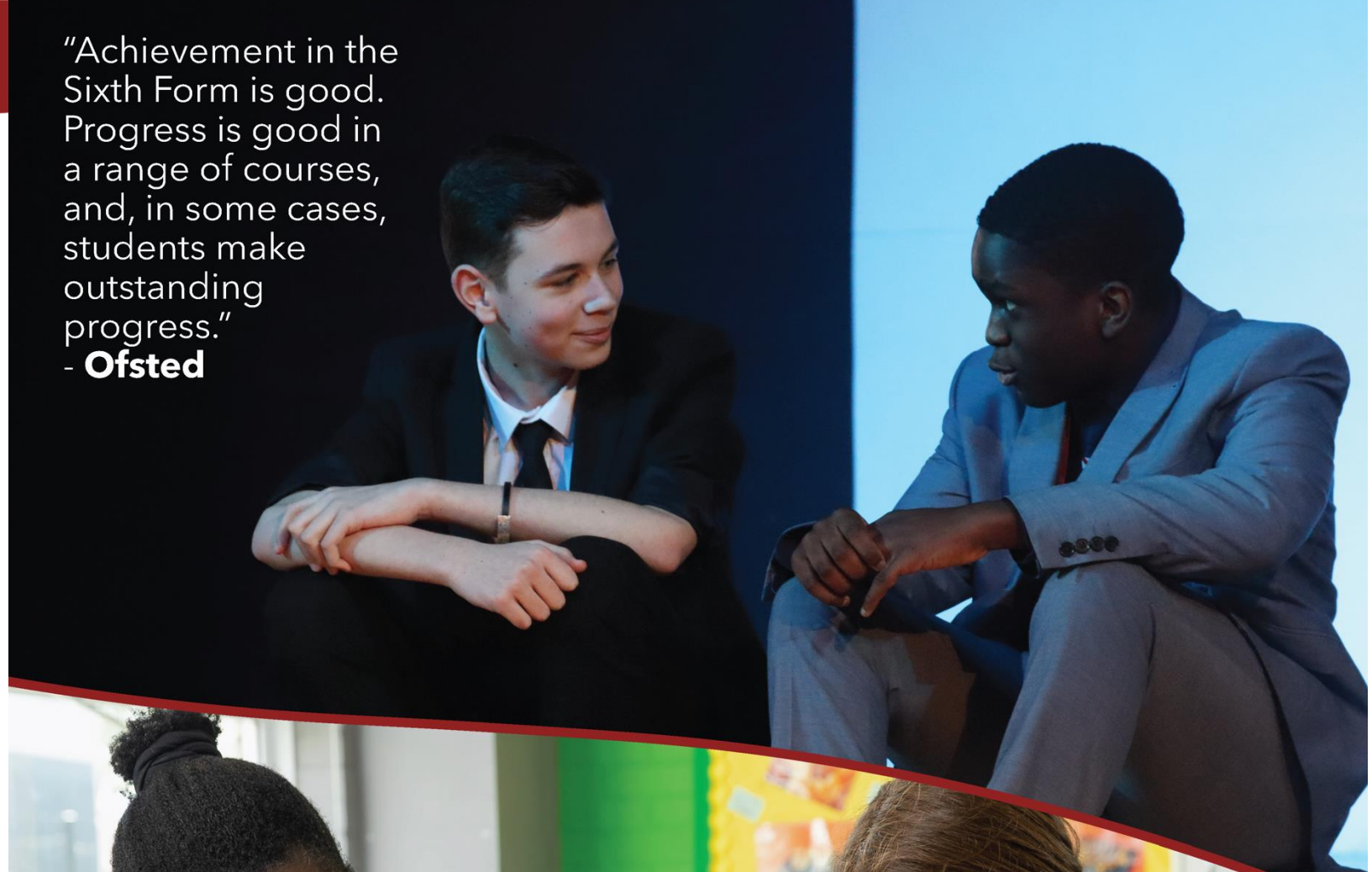
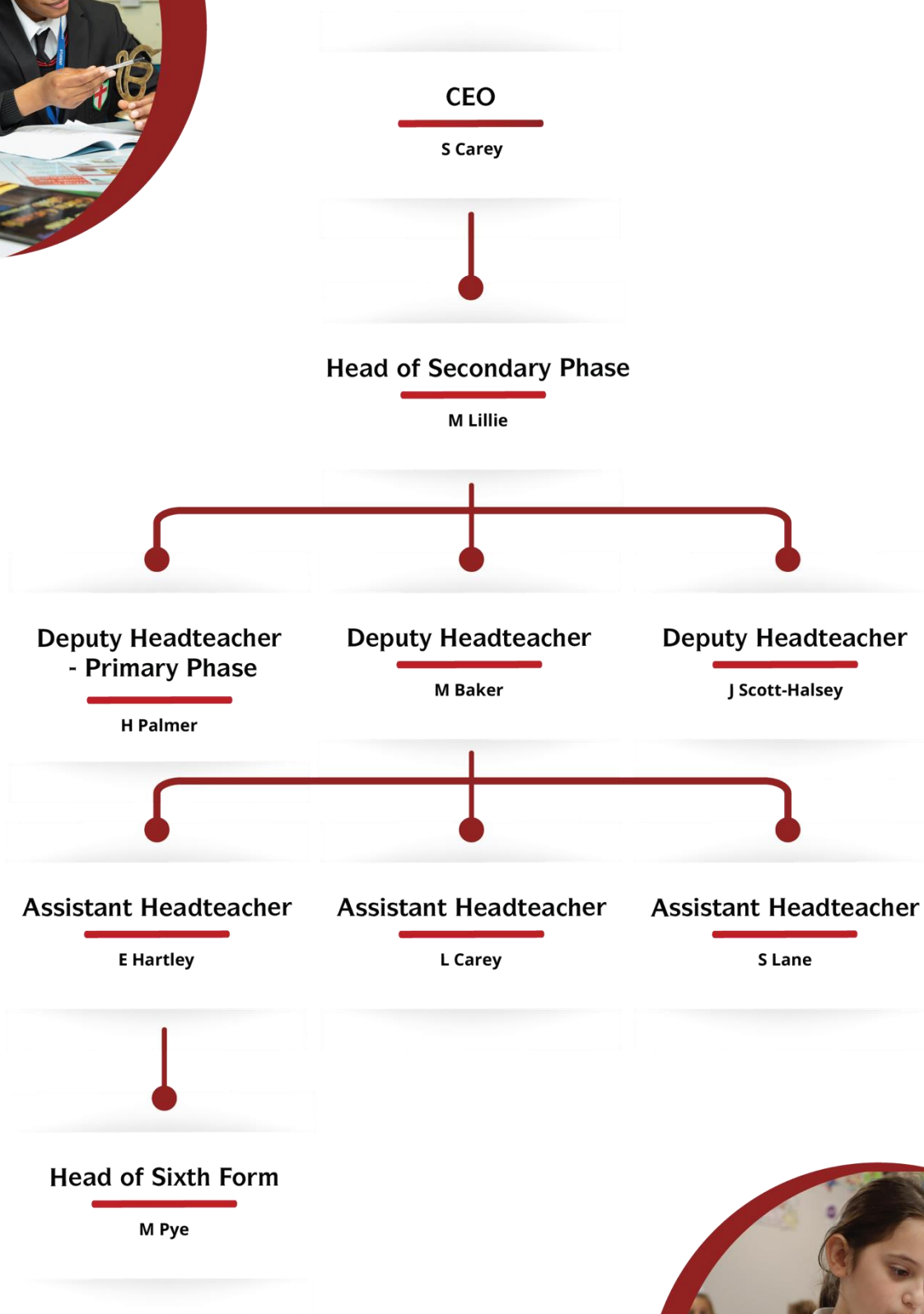
All Different • All Equal • All Flourishing



Visitors most often comment upon the profound sense of community within the school.



School Structure



"Achievement in the Sixth Form is good. Progress is good in a range of courses, and, in some cases, students make outstanding progress."
- **Ofsted**



"The development of students' literacy and numeracy skills is strong across the curriculum." - **Ofsted**

Job Description

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|--------------|-------------------------------------|
| Job Title | Office Manager – Secondary Phase |
| Location | Gravesend, Kent Maternity |
| Duration | Cover |
| Work Hours | 37 hours per week 42 weeks per year |
| Reporting to | Leadership Support |
| Salary | KR7 £23,611 (FTE £25,378) |
| Pension | LGPS |



Person Specification



Qualifications and Experience

Educated to NVQ2 or equivalent
Experience working in a school
Experience working in an office environment
Experience managing a team

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Skills and Knowledge

Experience of ARBOR
Good general ICT skills, including experience of Microsoft Word and DTP packages
Excellent communication skills, both verbal and written for dealing with a range of individuals
Ability to work to deadlines
Empathy with students
Qualified First Aider

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Personal Qualities

A flexible approach.
Ability to build and sustain effective working relationships
Ability to demonstrate enthusiasm and sensitivity while working with others
Ability to make considered decisions
Be encouraging and supportive in the development of others
Be emotionally self-aware
Conflict management
Demonstrate a high level of integrity, honesty and fairness
Have high personal aspirations and inspire the same in all members of the school community
Organisational awareness/service orientation
Readiness to reflect on, evaluate and improve practice

All Essential Criteria

About the Role

Work pattern: Monday to Thursday 8.30am to 5pm & Friday 8.30am to 4.30pm

Job Purpose:

Manage an effective and efficient administration support service for the secondary phase.

Accountabilities

- Line manage school office staff to ensure the smooth-running of the school's administration service
- Plan, develop, maintain and monitor administration systems and procedures for the school office
- Complete and submit statutory forms and returns including those to outside agencies
- Manage the administration processes for the school's admissions process (including mid-stream admissions) to ensure a smooth entry to the school, including production of student timetables
- Attend training courses as required and assist in the training of other premises support staff as directed.
- Input and maintain student timetables in ARBOR
- Liaise with the DH Inclusion and Community Leaders to provide administrative support for exclusions and GIFT process
- Lead the administration of options in liaison with the DH Curriculum
- Report to the Leadership Group on group sizes and numbers on roll
- Provide administrative support to the arrangements of school events in support of the event organiser
- Respond to Parent enquiries



Required to start December 2023

An exciting opportunity has arisen for a candidate of exceptional ability to join our Office Team as Office Manager in this over-subscribed and successful high school.

The school has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations.

We are a friendly, dynamic and innovative school and pride ourselves on our commitment to ensuring student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

We would love to hear from you if you:

- ♥ Want to work in a supportive and caring environment
- ♥ Are committed to enabling every student to achieve the very best they can
- ♥ Are an ambitious professional



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

HR@aletheiatrust.org.uk
01474 533 082

To apply for this role, please complete our [Online application form](#)

Closing Date:

Sunday 8 October 2023

Interview Date(s):

To be confirmed



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>



Contact Us

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