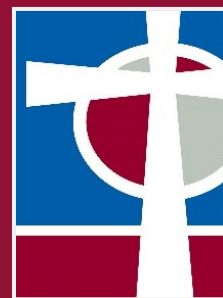


St Gregory's

CATHOLIC SCHOOL



Office Manager

APPLICATION PACK

[Letter from Headteacher](#)

[School vision and values](#)

[About St Gregory's Catholic School](#)

[Role description](#)

[Job description](#)

[Person specification](#)

[Application process](#)



'Academies in Christ'
Part of the Archdiocese of Southwark



Every child is known and loved

Letter from the Headteacher

Dear Candidate

Thank you for your interest in this exciting role within our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded Individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us organise the work we do, we would love to hear from you.

Kind regards

Phil Byrne
Headteacher
St Gregory's Catholic School



Every child is known and loved

School vision and values

Our Vision

We provide the students in our care with a world-class Catholic education. We guide our students to understand their own unique value and dignity. Inspired by the life of St Gregory, we empower our students to approach, with vigour, the opportunities of their education; to recognise and realise their potential as servant leaders and use their discernment to choose how they will make the world a better place.

Our Aims

With Christ's **love** at the centre of all that we do, students;

- **live** life to the full
- **learn** all they can about their world in order to
- **lead** lives which change it for the better

Students accomplish this because our curriculum:

- is appropriately ambitious for all our students, including SEND and Disadvantaged students
- is progressive, interleaved and sequenced to develop knowledge and understanding
- provides opportunities to develop and strengthen literacy across all curriculum areas
- provides opportunities for reading
- promotes opportunities for the development of strong relationships, healthy lifestyles and good wellbeing
- challenges students to apply their knowledge and make informed decisions
- teaches our students how to learn and develop scholarly habits so that they become confident, independent learners
- promotes a learning environment in which students discover and develop new talents

Every child is known and loved

About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 26 academies of which 21 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



Every child is known and loved

Role description

An exciting opportunity has arisen for an experienced and committed Office Manager to join our friendly, busy team within the heart of our school. We are looking for someone on a full time, permanent basis.

The successful candidate will be responsible for managing all administration areas within the school including attendance, student records, reprographics, reception and medical room areas. As part of this role, they will be responsible for arranging cover for absent staff on a day-to-day basis, therefore a start of 7.15am/7.30am is required. They must have excellent attention to detail, have previous experience of working in a confidential environment, be proactive and be proficient in IT skills, especially with Microsoft Word/Excel and have knowledge of using SIMs. Experience in First Aid would be an advantage and working in an educational environment would be advantageous but is not essential as full training will be provided.

Successful candidates will:

- Have previous experience in a similar role
- Be able to use their own initiative and manage the administration team
- Have excellent organisational skills
- Good communication skills when dealing with parents/students/staff and other stakeholders
- Have excellent attention to detail

Benefits of working at St Gregory's:

- A supportive and caring working environment for staff and students
- Opportunities to complete external qualifications
- Free Gym Membership
- Kent Rewards Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources



Every child is known and loved

Job description

Job Title: Office Manager

Salary Grade: KR 9 (£32,485 - £36,693)

Hours: 37 hours per week, full time (all year round)

Line Manager: Deputy Headteacher

Overall Responsibility

- Work closely with the administration team ensuring all areas are working effectively and efficiently.
- Provide support to all areas of administration need.
- To manage all administration areas of the school:
 - * attendance
 - * student records
 - * reprographics
 - * reception
 - * medical room areas
- To explore and introduce smart ways to improve current practice and arrange training/CPD of administrative staff as appropriate.
- To maintain and oversee safeguarding procedures at reception and the use of school systems/CPOMS to sign in visitors and contractors to the site, to ensure the school is KCSIE compliant
- To organise and supervise days for school photographs, vaccinations, and training days hosted on site and to meet and greet all visitors to the school in accordance with all safeguarding procedures.
- To follow the TCP appraisal monitoring process to those you line manage
- To manage cover for absent staff



Every child is known and loved

Job description

Duties

1. Add visitors/supply staff/contractor/third party/volunteer checks onto SCR and maintenance of this liaising with Cluster HR Manager
2. To provide regular updates to line manager on each area of administration highlighting areas of development or improvement.
3. To arrange cover for absent staff:
 - (a) Act as a point of contact with teachers and supply staff regarding cover.
 - (b) Input all absences requiring cover and to manage the day-to-day cover
 - (c) Assist in the organisation and allocation of cover for exam periods and activate room changes.
 - (d) To create timetables for Year 5/6 visits & meltdown days and other activities.
 - (e) Deal with absence messages from the answer-machine
4. To operate relevant Microsoft programmes and other systems used with in the school e.g., SIMS, Schoolcomms, etc.
5. Promote consistent use of Class Charts and behaviour and safeguarding systems within the office/administration team.
6. Occasional day-to-day correspondence for other staff members for posting or distribution via Schoolcomms, including letters (parental correspondence, confirmation of attendance, medical consent information, reports, labels, Newsletter article preparation, etc.
7. Arrange for any correspondence to be placed on the website by the Website and Marketing Administrators as directed.
8. Maintaining the complete Student Record filing system, ensuring all correspondence passed to reception is placed on students' files. Archiving off-rollers in appropriate labelled drawers and securely disposing of files that are out of date (ie: anniversary of students' 25th+ birthday with exception of SEN students whose files are kept until 31st+ birthday). Archiving is carried out at the beginning of every academic year.
9. Covering Reception as and when required.



Every child is known and loved

Job description

Communication with Students, Parents, Staff and other stakeholders

1. Promote and maintain good relationships with parents, outside agencies and the local community and ensure members of their team do the same

Student Guidance and Support:

1. Know students in the school as well as possible.
2. Promote a culture of positive behaviour with students accessing the medical/reception area

Maintenance of Professional Standards:

1. To contribute to the overall ethos/work/aims of the school
2. Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the school.
3. Ensure the highest standards of professional conduct and confidentiality at all times and in particular when with other staff of the school.
4. Ensure the development and maintenance of a collaborative team culture that that allows all members of the office/support staff team to work efficiently.
5. Having high expectations of staff that they line manage
6. Reflecting upon and seeking to improve personal practice.
7. To comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person.
8. To participate in training and other CPD as required
9. To visit other schools to share good practice and to search for smarter ways to improve current procedures
10. To attend and participate in regular meetings with their Line Manager to provide updates, discuss developments and share any issues or concerns.
11. Such other responsibilities allocated which are appropriate to the post

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.



Every child is known and loved

Person specification

Area	Criteria	Essential / Desirable
Qualifications	Minimum Level 2 qualification in Maths and English	E
	Educated to degree level or equivalent	D
	Successful experience of working with students in a school environment	D
Experience, Skills and Knowledge	Knowledge and understanding of adolescent development	E
	Experience of dealing effectively with parents, staff and students	E
	High level of organisational skills	E
	Ability to use ICT effectively	E
	Ability to provide high-quality outcomes	E
	Experience of dealing effectively with the general public	E
	Clarity of communication to a range of audiences	E
	Knowledge of maintaining confidentiality in sensitive situations, knowing when to share information and to accept responsibility for decision making	E
	Understanding of different social backgrounds of students	E
	Understanding the needs of students and the appropriate strategies to support them	E
Abilities, Skills and Attributes	A practising Catholic	D
	Able to work as part of a team	E
	Ability to engage and provide empathy and understanding	E
	To be able to promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	E
	Willingness to undergo appropriate checks, including enhanced DBS Checks	E
	Motivation to work with children and young people	E
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E

Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach: [CLICK HERE](#)

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 17 October 2023 at 12pm

Start date: ASAP

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment *St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.*



Every child is known and loved