



Saint George's
Church of England School

WORKING AT SAINT GEORGE'S C OF E SCHOOL

Join our Team



**For Appointment of:
Office Manager – Primary Phase**





Welcome from Executive Headteacher

Simon Murphy

Thank you for your interest in this role at Saint George's Church of England School. I hope the information within gives you an insight into our all-through school and the unique opportunity this position offers.

As a founding member of the Aletheia Academies Trust, our vision is rooted in a determination to improve the life chances of local children. The Trust provides outstanding opportunities for our primary and secondary based staff to connect with others, share good practice, improve their teaching, and develop their own career pathway.

Saint George's is thriving. All stakeholders including governors, parents, staff and pupils work exceptionally hard to create a warm, welcoming and inclusive atmosphere in a school which boasts a fantastic sense of community, continuously improves outcomes for children and families, and holds tightly to its Christian vision and values.

As an all-through school, that sense of community is all the more palpable and I feel very privileged, alongside my colleagues, to see pupils learn and develop from reception classes through to our excellent 6th Form provision.

We look forward to receiving your application and welcoming you to Saint George's.



Welcome from Head of Primary Phase

Helen Taylor

Our children are at the heart of everything we do here at Saint George's. Through the delivery of our curriculum, we aspire for all of our children to be challenged, and develop into independent, successful, safe, and happy learners, ready to tackle the next stage of their education with hope and confidence. At Saint George's we have a unique opportunity to teach and develop children from the age of four to eighteen in a safe and caring environment that puts the individual first. We have high aspirations and expectations for all staff and pupils and strive for high quality teaching and provision for all.

As an all-through school, we also have access to the huge range of expertise and facilities on offer at the secondary phase, such as specialist subject colleagues teaching in the primary phase, playing fields, a library, science laboratories, a multi-use games pitch and music resources. Outdoor Learning is hugely important for our school and Forest School forms a large part of our Curriculum. We believe children learn best when they are active and motivated in and by everything the outdoor environment has to offer.

From the moment children join Saint George's Primary Phase they become part of our dedicated and successful community where we value each individual and nurture their special talents.

I look forward to receiving your application.

All Different • All Equal • All Flourishing



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.



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



Diocese of
Rochester

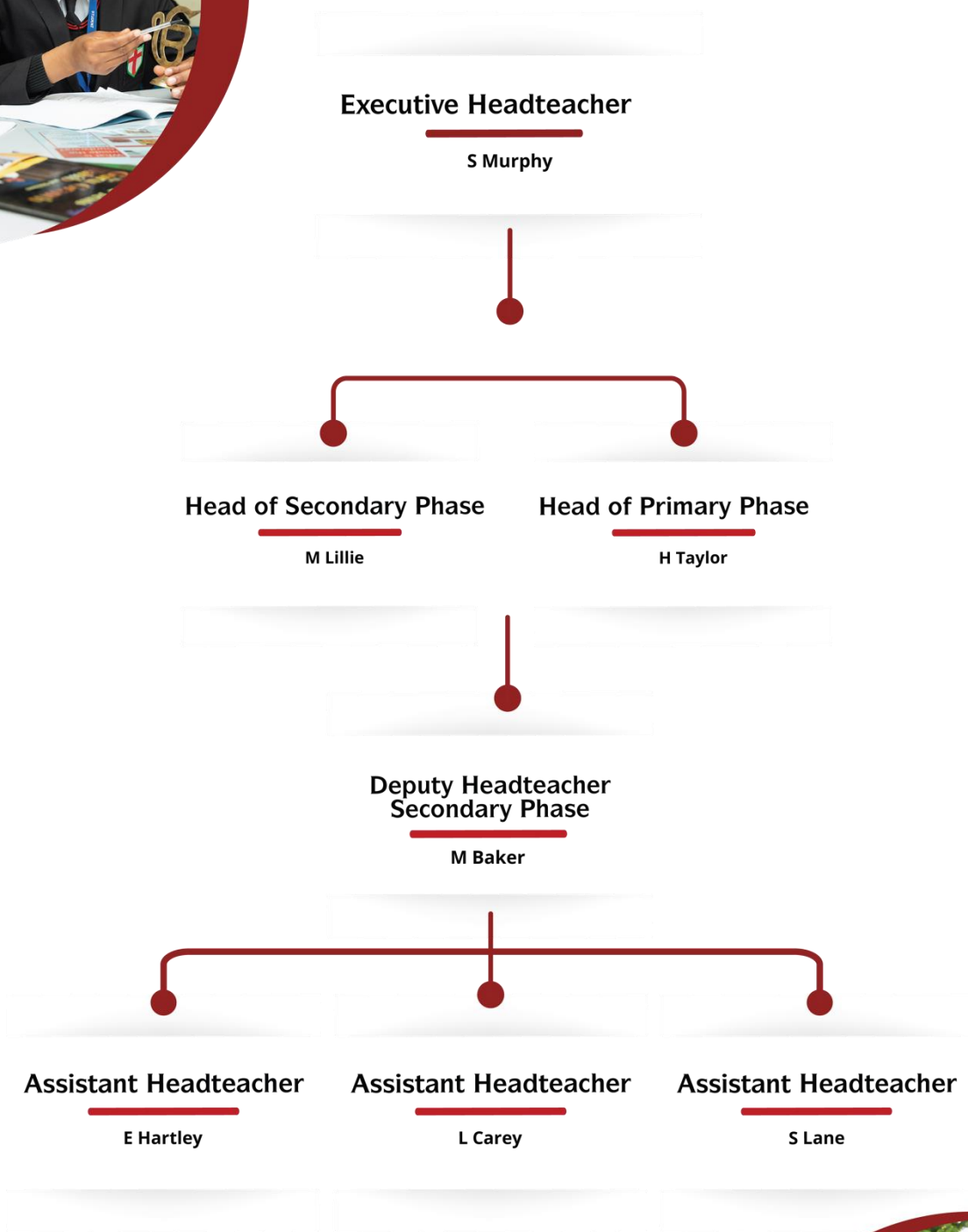
SIAMS INSPECTION 2019



EXCELLENT

Ofsted
Good
Provider

School Structure



Job Description

Job Title	Office Manager-Primary Phase
Location	Gravesend
Duration	Permanent
Work Hours	Full-time
Reporting to	Head of Primary Phase
Salary	Kent Range 6
Pension	Local Government Pension Scheme



About the Role

This is a very exciting opportunity to join our all-through school as Office Manager in the Primary Phase. The Office Manager will provide excellent reception facilities and administrative and organisational services to the school under the management and guidance of senior staff.

Saint George's Primary Phase opened in September 2019, and we are a friendly, dynamic and innovative school and pride ourselves on our commitment to ensuring students make exceptional progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering this commitment, alongside the Christian values and ethos of our school, living out our motto of 'All different, All equal, All flourishing'.

We would love to hear from you if you:

- ♥ want to be involved in developing outstanding learning experiences to enable all children to thrive
- ♥ want to work in a supportive and caring environment
- ♥ are committed to enabling every child to achieve the very best they can
- ♥ are an ambitious professional

Key Responsibilities



Job Purpose

To provide excellent reception facilities and administrative and organisational services to the school under the management and guidance of senior staff.

Duties and responsibilities specific to the post:

Office & Administration Leadership

- ♥ Manage the day-to-day operations of the school office, ensuring a welcoming and efficient front-facing services for parents, pupils, staff and visitors
- ♥ Respond to reception and visitor enquiries in a timely and professional manner
- ♥ Manage an electronic parent communication system and share all electronic communication
- ♥ Act as the Primary Phase Admissions Officer, for Year R admissions
 - Liaise with local nurseries and Marketing team to advertise open day
 - Manage open day attendee lists, attend open day and lead tour groups
 - Receive, log and confirm all SIFs, dealing with any anomalies on receipt of forms, referring to Head of School where necessary
 - Attend Admissions Panel Meeting
 - Upload all admissions information
 - Send all offer letters to new intake
 - Organise and attend new intake meeting and create all admissions packs for distribution at the meeting
 - Organise nursery visit schedule for Year R teachers
 - Collate and upload information from admissions packs onto ARBOR
- ♥ Manage waiting lists for all year groups
 - Arrange visits for prospective parents if/when places become available
 - Send offer letters & relevant paperwork to new parents
 - Send relevant paperwork and electronic files to KCC and schools for any incoming/outgoing students
- ♥ Monitor pupil attendance
 - Ensure Arbor is updated daily, investigating any missing data with class teachers, and following up with parents and carers where necessary
 - Ensure that all medical absences, term time holidays and all unauthorised absences are reported to Head of School and referred to Attendance Officer where necessary
 - Liaise with Head of School to arrange, attend and minute any attendance-based meetings with parents/carers





- ♥ Oversee the administration of breakfast and after school club
 - Make all bookings and cancellations
 - Reconcile payments
 - Chase outstanding payments
 - Ensure paperwork is auditor-ready
 - Liaise with catering regarding numbers for food
 - Organise cover for staff absence
- ♥ Allocate work to any additional administrative staff on a regular basis and support staff undertaking an apprentice or work experience role
- ♥ Arrange school photographs and liaise with photographers regarding orders and delivery
- ♥ Liaise with the Marketing & Communications Officer to ensure the primary phase section of Saint George's website is up to date, compliant and information is routinely uploaded to class pages

Community Engagement

- ♥ Write a weekly newsletter and distribute electronically to parents/carers and staff and upload to Primary Newsletter Archive on Saint George's website

Finance & HR Administration

- ♥ Participate in the interviewing process for potential staff, as requested by Head of School
- ♥ Liaise with SGS central HR team in respect of:
 - Recruitment - chasing and receiving paperwork, ID, safeguarding training
 - Primary Absence and LOA forms
 - Primary CPD Course Booking for training courses
- ♥ To book all supply staff at the request of Head of School
- ♥ Liaise with the central Finance Team in respect of
 - Forwarding all primary orders and being contact for all primary orders
 - Chasing any unpaid trips/school dinners
 - Forwarding all primary additional hours and expense claims
 - Banking any monies raised for Charity
- ♥ Assist with the organisation of school trips/clubs/open days/school workshops
 - Obtain a number of quotes
 - Liaise with providers
 - Ensure all required records and permission slips are in place
 - Chase outstanding parent monies
 - Liaise with HR regarding relevant safeguarding checks





- Attend and manage on day as requested
- To manage the bookings of Primary Meeting Room (P7)
- ♥ To be responsible for the administration of, and auditor-ready paperwork for the Cool Milk account
- ♥ Sell school uniform and undertake accounting procedures associated with this, including stock take and order replenishment
- ♥ Monitor and manage a limited range of stock within an agreed budget

Facilities and Health & Safety

- ♥ Ensure safeguarding responsibilities are achieved by making sure that staff and visitors are correctly signed in and out of school
- ♥ To act as Fire Officer – in conjunction with the Head of School and caretakers, establish appropriate emergency procedures and contingency plans in case of emergency.

Further responsibilities:

- ♥ To warmly welcome all visitors to the school and ensure a positive reception environment
- ♥ Provide general administrative and organisational services to the school and senior leaders, including arranging, attending and minuting meetings for senior leaders, as requested
- ♥ Liaise with pupils, parents/carers
- ♥ Liaise with other staff and external agencies
- ♥ Analyse and evaluate data and information and run reports
- ♥ Process forms, returns, etc., including those to outside agencies
- ♥ Contribute to the planning and development of administrative procedures and systems
- ♥ Line Manage staff, including professional review process, as requested by Head of School (primary phase)
- ♥ Administer medicine and First Aid to pupils where necessary. (First aid training to be completed)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.





Qualifications and Experience

- | | | |
|----|--------------------------------------------------------|---|
| 🛡️ | Educated to NVQ2 or equivalent | E |
| 🛡️ | Proven administration experience | E |
| 🛡️ | Experience of managing a team | D |
| 🛡️ | Experience of using ARBOR | D |
| 🛡️ | Qualified First Aider (or willing to undergo training) | D |
| 🛡️ | Experience of working within a school | E |

Skills and Knowledge

- | | | |
|----|-------------------------------------------------------------------------------------------------|---|
| 🛡️ | Excellent communication skills, both verbal and written for dealing with a range of individuals | E |
| 🛡️ | Ability to work to deadlines | E |
| 🛡️ | Ability to be empathetic with students | E |
| 🛡️ | Good general ICT skills, including experience of Microsoft Word | E |
| 🛡️ | Ability to create good relationships with pupils, staff and parents | E |

Personal Qualities

- | | | |
|----|-----------------------------------------------------------------------------------------------------|---|
| 🛡️ | Committed to safeguarding and promoting the welfare of children | E |
| 🛡️ | Good personal organisation | E |
| 🛡️ | Be positive, creative and energetic, committed to making our school a model of outstanding practice | E |
| 🛡️ | Committed to continuing professional development | E |
| 🛡️ | Commitment to the aims of the school and the wider Trust | E |
| 🛡️ | A good sense of humour and a high level of emotional intelligence | E |
| 🛡️ | A flexible approach | E |
| 🛡️ | Ability to build and sustain effective working relationships | E |
| 🛡️ | Ability to demonstrate enthusiasm and sensitivity while working with others | E |
| 🛡️ | Ability to make considered decisions | E |

D = Desirable E = Essential

How to Apply



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:

The People and Culture Team

HR@aletheiatruster.org.uk

01474 533 082

To apply for this role, please visit MyNewTerm:

[Online Application Form](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

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