



**Regis Manor  
Primary School**

**Office Manager**  
INFORMATION





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**Regis Manor  
Primary School**

Dear Applicant

On behalf of all the children, staff and governors, I'd like to thank you for your interest in the role at Regis Manor Primary School.

We are a school that likes to celebrate success at every level. Our children are hardworking, enjoy a challenge and love to learn. We provide a huge array of activities for children to broaden their experiences which you will be able to see through our news and updates on our website and social media feeds. Working in partnership with parents, carers and other key members of the community we work together on the school's journey to provide an outstanding provision for all.

Regis Manor is part of Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. The Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London.

Regis Manor was judged "good" at its last Ofsted inspection in March 2018 and the school continues to improve and develop. The welfare and development of its pupils is at the heart of everything the school does.

We seek to appoint an excellent practitioner who thrives on challenge, is passionate about improving the life chances of pupils, enjoys working as part of a team and feels confident in trying new ways of doing things. The successful applicant will be well supported and we can offer you a school committed to your professional learning.

We look forward to receiving your application.

Yours sincerely

Mr M Perry  
Head of School

Mrs K Mirams  
Executive Headteacher



# JOB DESCRIPTION



**Job Title:** Office Manager

**Salary:** SAT E

**Responsible to:** Headteacher

## **Purpose of the Job:**

To provide high-level administrative and organisational services to the school under the direction of the Headteacher and senior staff. To oversee the administrative function of the school.

## **Main duties and responsibilities (Accountabilities):**

### **Support to the Headteacher**

- Provide administrative support to the Headteacher, Executive Headteacher and other members of the Senior Leadership Team as requested.
- Cater for the Headteacher's internal meetings, taking messages, liaising with pupils, parents, staff, governors and external agencies and fronting difficult situations before referencing to the Headteacher.
- Act as a first point of contact for visitors, staff and pupils who have a meeting with or wish to speak to the Headteacher.
- To liaise, with tact and diplomacy with other school staff and others outside the school, particularly parents and representatives of the Local Authority and the local community generally.
- Arrange hospitality and refreshments for Headteacher's visitors, meetings and school events as requested.
- Production of reports / School Improvement Plan as required for Governors and senior staff and any other relevant paperwork.
- Maintain an up-to-date register of all school-level policies.
- Coordinate and log Freedom of Information Requests and Subject Access Requests, in liaison with the Data Protection Officer / Data Lead.
- Manage and coordinate complaints, both written and verbal, in relation to the complaints procedure.
- Attend and take minutes of any other meetings as requested by the Headteacher.
- Process exclusion letters, reporting to the Local Authority as appropriate and holding accurate records.
- Process Continuing Professional Development requests for staff in liaison with senior staff, ensuring that accurate records are kept.
- Assist with the coordination of school evening events, liaising with staff members to ensure events maintain a consistently high standard.
- To liaise with the local media and press as required.
- Dealing with queries – especially in the absence of the Headteacher and liaising with other members of the Senior Leadership Team to act in the Headteacher's absence.



# JOB DESCRIPTION



## **Liaison with Trust Human Resources:**

- Advise daily and continued absences to the Human Resources team.
- Arrange return to work interviews for the Headteacher and other senior staff.
- Ensure personal absence requests are authorised and sent to the Human Resources team including any pay implications.
- Forward completed and authorised pay claims to the Human Resources team.
- Support senior staff with completing inductions and arrange probation reviews.
- Undertake face-to-face right to work checks (identity check) and qualifications during interviews.
- In strict adherence with the Keeping Children Safe in Education document, undertake appropriate checks on contractors, volunteers, work experience, third party staff and agency staff and update the Single Central Record.
- Undertake occasional DBS checks (usually completed by the Human Resources team).
- Plan and administer interview schedules in liaison with the Headteacher and candidates.
- Forward written authority for staff appointments, variations and terminations to the Human Resources team.

## **Office management:**

- Line management of the administration team, completing necessary performance management reviews (setting objectives and appraisals).
- Support Senior Leadership team with the recruitment of support staff across the school.
- Provide necessary training to the administration team to enable them to carry out their roles.
- Ensure that administrative and clerical tasks are undertaken in accordance with agreed policies, procedures and appropriate legislation.
- Process forms, returns, etc., including those to outside agencies.
- Oversight of all work into the office, determining priorities and delegating duties to staff as appropriate, ensuring deadlines are achieved.
- Contribute to the planning and development of administrative procedures and systems.
- Oversight of the production of the school calendar.
- Update manual and computerised records / management information systems.
- Managing all aspects of the school reception service, providing guidance on regulations and procedures in relation to signing in / out visitors and following the school's safeguarding procedures.
- Carry out administrative tasks linked to Finance including supporting the development of central services.
- Liaise with parents, staff, pupils, outside agencies, visitors and lettings, lead and organise hospitality.
- Perform additional administrative tasks as requested by the Head of School.
- Take ownership of own personal and professional development.
- Comply with the requirements of health and safety, other relevant legislation and all school policies.



# JOB DESCRIPTION



## **Clerking for the Governing Body:**

- Prepare agendas for the Governing Body meetings in consultation with the Chair and Headteacher.
- Attend and take accurate notes of meetings.
- Maintain attendance records and receive apologies to ensure that comprehensive minutes are retained. Ensure that public copies of minutes are made available at the school for inspection on request.
- Receive correspondence on behalf of the Governing Body and ensure necessary action is taken.
- Issue letters of appointment and declarations of interest to Governors and maintain records of committee membership and their terms of reference.
- Arrange for welcome packs to be sent to newly appointed Governors.
- Liaise with the Chair regarding governor elections to ensure that membership of the board is in accordance with requirements.
- Minute employee hearings / appeals conducted by Committee panels as necessary and promptly distribute notes to attendees.

## **Promotion of School Values:**

- Play a full part in the life of the school community, supporting its mission and ethos and encourage staff and pupils to follow this example.
- Actively promote the Trust's corporate policies.
- Contribute to whole school events as and when required.
- Support and contribute to the school's commitment to safeguarding all pupils.
- To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# PERSON SPECIFICATION



Qualifications	Essential / Desirable
Level 2 qualifications (or equivalent) including English and maths at least grade C.	E
NVQ Level 3 in Business Administration.	D
Degree in related subject area. · RSA Word processing Level 2/3 (Typing speed 60 wpm).	D
Experience	
Proven experience of ability to work calmly and professionally under pressure.	E
Experience of development, management and operation of administrative systems.	E
Experience of working in a similar administrative role in a school setting.	E
Experience of organising meetings, writing agendas and producing accurate concise minutes.	E
Experience of using a Management Information system.	E
Experience of using Microsoft PowerPoint to a high standard.	E
Proven experience of working as a PA or Secretary for a senior manager.	E
Experience of supervising staff, including managing the performance of others.	E
Significant experience of performing all aspects of administration at senior level.	E
Significant experience of minute taking.	E
Experience of planning and coordinating meetings in line with diary management.	E
Understanding of Confidentiality, Data Protection and Records Management legislation.	E
Knowledge of Equality and Diversity and an understanding of issues faced by the vulnerable.	E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Significant experience of a similar role in an education environment.	D
Experience of financial management.	D
Experience of coordinating events.	D
Skills and Abilities	
Ability to communicate effectively and courteously with staff at all levels, pupils, parents, suppliers, governors and visitors.	E
Ability to work confidentially, keeping work-related issues and discussions in the workplace.	E
Excellent literacy and numeracy skills.	E
Excellent computer and IT skills, including up-to-date knowledge of Microsoft Word, Excel, Publisher and Outlook, in order to produce a range of professional documents.	E
Supervisory skills.	E



# PERSON SPECIFICATION



Excellent interpersonal, organisational and administrative skills.	E
Ability to develop and maintain effective computerised and manual filing systems.	E
Ability to organise and prioritise workload to achieve deadlines.	E
Ability to work in a busy and dynamic office.	E
Ability to take accurate notes and minutes of meetings.	E
Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned.	E
Ability to work effectively as a member of a team and on own initiatives.	E
Good listening skill and attention to details.	E
Able to design promotional flyers and leaflets, using a creative skill set.	D
<b>Personal Attributes</b>	
Sets consistently high expectations of self and others.	E
Resilient and determined to achieve goals and targets set by Senior Leadership.	E
Commitment to the highest standards of child protection.	E
Able to exercise tact and diplomacy in dealing with situations of pressure and conflict.	E
Be able to work at times which are convenient to the school, including evening meetings.	E
Be able to travel to meetings.	E



# OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust – Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management



## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Taney Cook  
Regis Manor Primary School,  
North Street,  
Milton Regis,  
Sittingbourne  
Kent  
ME10 2HW

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Academies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

