



Swale
ACADEMIES
TRUST

Regis Manor Primary School
Recruitment Pack
Office Manager



Middletune Avenue
Sittingbourne
Kent
ME10 4AG

Job Description

Job Title: Office Manager

Grade: SAT Grade 7

Responsible to: Head of School

Purpose of the Job:

- To lead and manage the running of the School Office on a day-to-day basis as welcoming and warm, giving the School a positive image in the local community.
- To monitor and develop the procedures and systems of administration and the organisation of the school office.
- To support the Executive Headteacher, Head of School and Senior Leaders with administrative and organisational tasks.

Main duties and responsibilities (Accountabilities):

- Leadership of school office staff including carrying out appraisals
- Lead organisational and administrative tasks relating to SIMS databases including: admissions, attendance, census information, transfer of pupil information, staff details, parents evening
- Perform duties of PA to the Head of School and other senior leaders, including preparation of letters and tasks relating to school organisation and communication
- Lead the admissions process
- Develop strong and efficient organisational systems for the smooth running of the office
- Ensure all school office functions are covered at all times, allowing for a separation of duties
- Lead and organise front-of-house systems to maintain a positive environment
- Clerking, minute taking and proof reading
- Working alongside the central team to maintain the Single Central Register
- Support the school in all areas of HR, in liaison with the Trust HR team where necessary
- Liaise with the Trust HR team to ensure the efficient administration of all changes to staff contracts, including starters and leavers, to ensure staff are paid the correct salary each month
- Maintain a positive point of contact with the central team
- 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 Head of School

Job Context:

- The post holder has day to day contact with the Head of School, staff, pupils, parents and Governors, as well as staff from Swale Academies Trust and other agencies, other schools, the local community and representatives of a wide variety of goods and services.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Office Manager

Grade: SAT Grade 7

Responsible to: Head of School

	Essential	Desirable
Qualifications	Educated to 'C' Grade at GCSE or an equivalent level	
Experience	Several years' experience of working in an office environment, ideally at a senior level.	Experience of working at a senior level in an office environment Experience of working in a school office environment
Skills and Abilities	<p>Excellent numeracy/literacy skills</p> <p>Ability to organise, lead and motivate other staff, prioritising workloads to meet deadlines</p> <p>Ability to communicate in a friendly and helpful manner with staff, parents and members of the general public, both in person and over the telephone.</p> <p>Remain calm under pressure and manage a wide range of situations</p> <p>Work constructively as part of a team, understanding the school roles and responsibilities and your own position within these.</p> <p>Willingness to learn</p> <p>Work effectively and accurately, with excellent attention to detail.</p>	
Knowledge	Full working knowledge of relevant policies/codes of practice/legislation	Experience of using SIMS (or a similar database) would be a

	<p>Excellent working knowledge of Microsoft packages, Word, Excel, Power Point and use of email.</p> <p>Good knowledge of Data Protection and confidentiality issues.</p> <p>An awareness of safeguarding in schools and its importance</p>	<p>distinct advantage, although training will be given.</p> <p>Full working knowledge of relevant polices/codes of practice/legislation</p> <p>An understanding of safeguarding and its importance in schools</p>
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Letter from Jon Whitcombe – Trust Principal

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust.

Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and Sittingbourne Community College, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

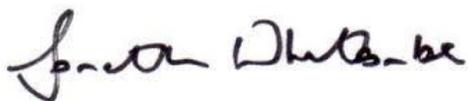
We don't seek to clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for pupils in a local setting. We do, however, collectively value and strive for all pupils to produce work which showcases their development over time of which they, their teachers and support staff and parents can be really proud.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink that reads "Jon Whitcombe". The signature is written in a cursive style with a large initial 'J' and 'W'.

Jon Whitcombe
Trust Principal

Welcome from Head of School

Dear Applicant

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

We are a school that likes to celebrate success at every level. Our children are hard-working, 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 fifteen 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 with a proven track record of ensuring excellent pupil progress. The ideal candidate will thrive on challenge, be passionate about improving the life chances of pupils, enjoy working as part of a team and feel 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. In the meantime, you are warmly invited to visit or if you have any questions please do not hesitate to telephone me for an informal discussion.

Yours sincerely



Mr M Perry
Head of School



Swale Academies Trust

The Swale Academies Trust based in Kent came into being in September 2010 as one of the first few Academy Converter Schools based around Westlands School in Sittingbourne. As a National Support School and an Academy Sponsor, Westlands and Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of five secondary schools and ten primary schools. The Trust provides support for other schools, located in Kent and East Sussex.



As the Trust has grown and developed we continue to ensure that effective school support and leadership is maintained. Most of the schools that join us have had inherent weaknesses and challenges that need to be addressed. This involves intensive support and considerable levels of experience and intervention. 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.

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
- Sittingbourne Community College, Sittingbourne
- The Eastbourne Academy, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Ashdown House, Sittingbourne

Extract from Safeguarding Policy

Introduction and Ethos

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in this policy apply to all staff and governors and are consistent with those of Kent Safeguarding Children Board (KSCB).

Recruitment of ex-offenders

The Trust has a written policy on the recruitment of ex-offenders, which is available on the Trust website under policies and documents.

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 application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

HR Team
Swale Academies Trust
Ashdown House
Johnson Road
Sittingbourne
Kent
ME10 1JS

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
- Documentary evidence of identity that will satisfy DBS requirements
- 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.

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. This can be downloaded here:

<https://www.swaleacademiestrust.org.uk/about.php?i=19>

