



**Meopham School**  
**Recruitment Pack**  
**OFFICE MANAGER / HEADS' PA**



**Meopham School**  
**Wrotham Road**  
**Gravesend**  
**Kent**  
**DA13 0AH**

## Job Description

|                         |  |
|-------------------------|--|
| <b>Job Title:</b>       | Office Manager / Heads' PA               |
| <b>Grade:</b>           | SAT 7                                    |
| <b>Responsible to:</b>  | Executive Headteacher and Head of School |
| <b>Line Manager to:</b> | Admin staff                              |

**Principle Accountabilities:** To provide high-level administrative and organisational services to the school under the direction of the Executive Headteacher and Head of School. To oversee the administrative function of the school.

### **Support to the Head of School and Executive Headteacher**

- Provide administrative support to the Head of School, 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 referring to the Head of School.
- Act as a first point of contact for visitors, staff and pupils who have a meeting with wish to speak to the Head of School.
- To liaise, with tact and diplomacy with other school staff and others outside the school, particularly parents and representatives of the LA and the local community generally.
- Arrange hospitality and refreshments for Head of School / Executive 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 up-to-date register of all school-level policies.
- Coordinate and log Freedom of Information Requests and Subject Access Requests, in liaison with the DPO/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 Head of School / Executive Headteacher.
- Process exclusion letters, reporting to the Local Authority as appropriate and holding accurate records.
- Process CPD 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 Head of School and liaising with other members of the SLT to act in the Head of School’s absence.

### **Liaison with Trust HR**

- Oversee the reporting of the daily and continued absences to the HR team.
- Oversee return to work interviews for the Head of School and other senior staff.
- Oversee personal absence requests ensuring they are authorised and sent to the HR team including any pay implications.
- Forward completed and authorised pay claims to the HR team.
- Support senior staff with completing inductions and arrange probation reviews.
- Undertake face-to-face right-to-work checks (identity check) during interviews.
- In strict adherence with the Keeping Children Safe in Education document, undertake appropriate checks on volunteers, work experience, third party staff and agency staff and maintain the Single Central Record in respect of all non-employment tabs.
- Undertake occasional DBS checks (usually completed by the HR team).
- Plan and administer interview schedules in liaison with applicants.
- Forward written authority for staff appointments, variations and terminations to the HR team.

### **Office Management**

- Line management of admin team, completing necessary performance management reviews (appraisals).
- Interviewing and training of new office staff.
- Oversight and training of word-processing and IT based tasks, including operation of relevant equipment and ICT packages, e.g. BromCom, Edulink, ParentPay
- 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.
- Allocate work to administrative staff at lower levels on a regular basis.
- Demonstration of tasks to more junior colleagues on a regular basis.
- 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.
- Take ownership of your own personal and professional development.

- Comply with the requirements of health and safety, other relevant legislation and all school policies.

#### **Clerking for the Challenge Committee**

- Prepare agendas for Challenge Committee meetings in consultation with the Chair and Head of School / Executive 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 Challenge Committee 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. Notify GIAS (Getting Information About Schools) of all resignations and appointments.
- 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.

This job description is provided to assist the job holder to know what his/her main duties are. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. 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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the

job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Person Specification

**Job Title:** Office Manager / Heads' PA

**Grade:** SAT 7

**Responsible to:** Executive Headteacher and Head of School

|                       | Essential   | Desirable   |
|-----------------------|---|---|
| <b>Qualifications</b> | Level 2 qualifications (or equivalent) including English and maths at grade C/4.  | NVQ Level 3 in Business Administration. Level 2 qualification (or equivalent). Degree in related subject area. RSA Word processing Level 2/3 (Typing speed 60 wpm). |
| <b>Experience</b>     | <p>Significant experience of working as a PA or Secretary for a senior manager in either a business or school environment.</p> <p>Proven experience of ability to work calmly, accurately and professionally under pressure.</p> <p>Experience of development, management and operation of administrative systems.</p> <p>Experience of organising meetings, writing agendas and producing accurate concise minutes.</p> <p>Experience of using a Management Information System.</p> <p>Experience of using Microsoft Word and Excel, or Google Docs and Sheets to produce a range of professional documents.</p> <p>Significant experience of performing all aspects of administration at a senior level</p> <p>Experience of supervising staff, including managing the performance of others.</p> | <p>Experience of financial management.</p> <p>Experience of coordinating events.</p> <p>Some experience of HR management is desirable.</p>                          |

|                               |   |   |
|-------------------------------|---|---|
| <b>Skills &amp; Abilities</b> | <p>Ability to communicate effectively and courteously with staff at all levels, pupils, parents, suppliers, governors and visitors.</p> <p>Ability to work confidentially.</p> <p>Excellent literacy and numeracy skills.</p> <p>Excellent computer literacy and IT skills, in order to produce a range of high quality documents and accurately input information.</p> <p>Supervisory skills.</p> <p>Excellent interpersonal, organisational and administrative skills.</p> <p>Ability to develop and maintain effective computerised and manual filing systems.</p> <p>Ability to organise and prioritise workload to achieve deadlines.</p> <p>Ability to investigate complex queries and anomalies when required.</p> | <p>Able to design promotional flyers and leaflets, using a creative skill set.</p>  |
| <b>Knowledge</b>              | <p>Understanding of Confidentiality, Data Protection and Records Management legislation.</p> <p>Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.</p>  | <p>Knowledge and experience of whole school procedures, organisation and structure.</p> <p>Experience of BromCom software.</p>  |
| <b>Personal Attributes</b>    | <p>Smart, professional appearance and dress.</p> <p>Obvious enthusiasm and energy.</p> <p>Able to work under pressure and meet deadlines, showing tact and diplomacy.</p> <p>Highly organised and methodical.</p> <p>Commitment to the provision and improvement of the quality of service.</p> <p>Able to demonstrate vigour and persistence to achieve goals and targets.</p> <p>Sets consistently high expectations of self and others.</p> <p>Self-motivated and ability to use your own initiative.</p> <p>Ability to build on the experience, advice and</p>  | <p>Able to exercise tact and diplomacy in dealing with situations of pressure and conflict.</p> <p>Be able to work at times which are convenient to the school, including the occasional evening event.</p> <p>Be able to travel to meetings.</p> |

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|  | <p>contributions of others.</p> <p>Ability to be flexible and adaptable if required.</p> <p>A commitment to continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges.</p> <p>Resilient and determined to achieve goals and targets set by Senior Leadership.</p> <p>Commitment to the highest standards of child protection.</p> <p>Be available to be contacted at mutually agreed times.</p> |  |
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All staff in the school have a personal responsibility for the health and safety of themselves, their colleagues, students and visitors. They must comply with any duty or requirement imposed by their line manager or statute and must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. These are specified more precisely in the school's Health and Safety Policy, copies of which are available from the Headteacher.

## 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 our most recent Ofsted reports will 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.

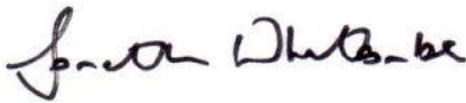
We don't seek to clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for pupils in a local setting. We do, however, collectively value and strive 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'.

**Jon Whitcombe**  
Trust Principal



## Welcome from Suzanne Dickinson - Headteacher

Dear Applicant,

Thank you for your enquiry about this vacancy.

This letter forms part of the applicant pack which includes an application form and details of the post.

Should you wish to apply I would be grateful if you could complete the application form and return it with a covering letter outlining how you meet the requirements of the person specification and job description.

Meopham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

As a school dedicated to the principle of equal opportunities we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

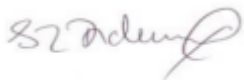
I look forward to receiving your application.

In view of the large number of applications received we are unable to reply to each applicant individually. If you have had no response from us within four weeks of the closing date, please assume you have been unsuccessful.

Please be assured however that each application will be carefully considered.

Thank you for your interest in Meopham School.

Yours sincerely,



**Mrs S Dickinson**  
Executive Headteacher

## 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 seven 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
- Peacehaven Community School, Peacehaven
- Causeway School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Sittingbourne School, Sittingbourne
- The Whitstable School, Whitstable
- Westlands School, Sittingbourne

### **Central Support Services**

- Ashdown House, Sittingbourne

## **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.swale.at/page/?title=Privacy+Notice&pid=33>

