

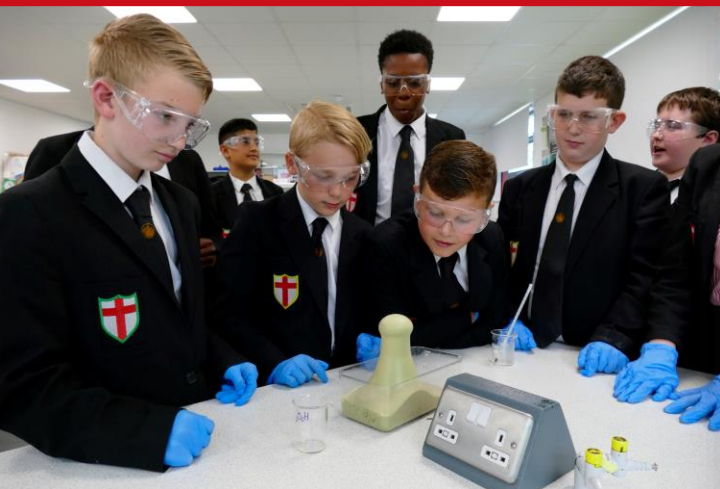


Vacancy Pack

Office Manager



Saint George's Church of England School





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AAAT vision

Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the Christian experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

Aletheia is committed to sustaining and further improving high-quality schools and supporting schools in need of specific improvement. We seek to provide a range of support to schools that draws upon the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and retain the capacity to respond rapidly and effectively to the needs of individual schools. Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning. Our Teacher Training 'Hub' status aids our mission to recruit, train and retain staff of the highest quality within our local community.

The Trust provides a coherent and logical geographical context for all constituent schools. Belonging to a local Trust offers greater opportunities for influence than single schools can achieve; through collaboration the Trust aims to be greater than the sum of its individual member schools. We believe that the success of Aletheia is fostered by the opportunities for schools, leaders and governors to step forward as co-shapers of a school-led and self-improving system. Designated as an approved academy sponsor, we offer our distinctive ethos, school improvement strategy and strength of leadership to ensure all schools are supporting students to achieve of their very best.

AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting a Church of England ethos based on a belief in the value and potential of every student to achieve excellence academically; in religious education and their wider studies and become fully the person God intends.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.

All schools joining the Trust will have already established their support for and belief in these core principles.

OUR VISION

At the heart of our vision is the belief in inclusive, educational excellence; the belief that we are called to serve all pupils, staff, parents and the local community by providing places where all develop and thrive intellectually, socially, culturally and spiritually in order to live life in all its fullness.

Saint George's
Church of England School



**All Different,
All Equal,
All Flourishing.**

IN...

Creativity
Honesty
Resilience
Inclusion
Stewardship
Thankfulness

Leadership Structure

Executive Headteacher/CEO

Head of School

*Deputy Headteacher
(Raising Standards)*

*Deputy Headteacher
(Teaching, Learning and Assessment)*

*Assistant
Headteacher
(Behaviour and
Inclusion)*

*Assistant
Headteacher
(Primary Phase)*

*Assistant
Headteacher
(Community &
Stakeholders)*

Support Leads:
Site Manager
ICT Lead
Finance Lead
PA to SLT

Role Profile: Office Manager

Reports To: Executive Assistant to the CEO

Grade: Kent Range 7

Job Purpose: Manage an effective and efficient administration support service for the school.

Accountabilities: The post holder will be expected to undertake the following broad accountabilities:

- Line manage school office staff to ensure the smooth-running of the school's administration service.
- Plan, develop, maintain and monitor administration systems and procedures for the school office.
- Complete and submit statutory forms and returns including those to outside agencies.
- Manage the administration processes for the school's admissions process (including mid-stream admissions) to ensure a smooth entry to the school, including production of student timetables.
- Manage the administration processes for year 6 transition for all new year 7 entries to the school to ensure a smooth transfer from the primary phase and allocate students to groups in SIMS.
- Input and maintain student timetables in SIMS.
- Lead the administration of options in liaison with the DH Curriculum.
- Liaise with the DH Inclusion and Community Leaders to provide administrative support for exclusions and GIFT process.
- Report to the Leadership Group on group sizes and numbers on roll.
- Provide administrative support to the arrangements of school events in support of the event organiser.
- Provide first aid support to students, ensuring that they are dealt with in a caring and effective way.
- Liaise with the school uniform supplier to ensure that appropriate stocks are maintained.
- Co-ordinate student vaccinations
- Co-ordinate annual school photographs
- Liaise with staff, pupils, parents/carers and external agencies
- Respond to parent enquiries.

Knowledge and Skills

The post holder should possess the following knowledge and skills:

- Educated to NVQ2 or equivalent
- Proven administration experience
- Experience of managing a team
- Experience of SIMS
- Good general ICT skills, including experience of Microsoft Word and DTP packages
- Excellent communication skills, both verbal and written for dealing with a range of individuals
- Ability to work to deadlines
- Empathy with students
- Qualified First Aider

Personal Qualities The post holder should possess the following personal qualities:

- A flexible approach.
- Ability to build and sustain effective working relationships
- Ability to demonstrate enthusiasm and sensitivity while working with others
- Ability to make considered decisions
- Be encouraging and supportive in the development of others
- Be emotionally self-aware
- Conflict management
- Demonstrate a high level of integrity, honesty and fairness
- Have high personal aspirations and inspire the same in all members of the school community
- Humour, warmth and energy
- Organisational awareness/service orientation
- Readiness to reflect on, evaluate and improve practice

Office Manager

Kent Range 7 - £23,033-£26,075 per annum (£20,824-23,574 pro rata to term time weeks)

37 hours per week

Term Time plus development days plus three additional weeks each year

Required to start in September 2021

An exciting opportunity has arisen for a candidate of exceptional ability to lead our administration team in this over-subscribed and successful Church of England high school.

A strong knowledge of SIMS is essential for this role as you will be responsible for maintaining record systems and for the completion and submission of forms and statutory returns, including the school census. You will manage the school's admissions processes and provide comprehensive clerical and administrative support, ensuring the smooth running of the school office. The successful applicant will have excellent communication skills to develop a good relationship with students, staff, visitors and stakeholders. Experience of working within a school environment is essential.

Saint George's Church of England school is part of the Aletheia Anglican Academies Trust and has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. We are a friendly, dynamic and innovative school and pride ourselves on our commitment to ensuring student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

We would love to hear from you if you:

- want to work in a supportive and caring environment
- are committed to enabling every student to achieve the very best they can

Please return the completed application form by e-mail to batcheldore@sgsce.co.uk.

Closing Date: Monday 28th June 2021 - 12 noon

The school reserves the right to close this vacancy early if a high number of suitable applications is received.

Saint George's Church of England School 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. 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

