



# St. Michael's CE Primary School

## Office Manager Job Specification





St. Michael's CE Primary is a lovely school and one of which we are very proud. We have fantastic pupils who are keen to learn and a staff who are talented and committed. The ethos of the school is centred on excellent relationships between pupils and staff and is about learning and achievement for all, working together for the good of all.

It is a stimulating place to work and because of this achieves excellent academic results, accolades for our work and outstanding Ofsted reports and Excellent in our Recent Church school inspection. We have a clear and targeted focus on learning and developing a love of learning. This applies to adults as well as children and we pride ourselves on our professional development portfolio and our commitment to staff development.

We are now looking to appoint a committed and friendly Office Manager to work in our School Office due to the retirement of our current Office manager. Ideally, we are looking for someone to start in January so that they have plenty of time for handover. This is an incredibly exciting opportunity and we warmly welcome any questions of visits - although these would have to be pre-arranged carefully due to current COVID-19 restrictions.

If you would like to arrange a visit to have an informal conversation with us please contact us for more information on [info@stmichaels.wandsworth.sch.uk](mailto:info@stmichaels.wandsworth.sch.uk) or look on our website: [www.stmichaels.wandsworth.sch.uk](http://www.stmichaels.wandsworth.sch.uk)





# **WELCOME TO ST. MICHAEL'S CE SCHOOL**



## **OFFICE MANAGER POST INFORMATION**

### **ADMIN DETAILS**

**Closing Date: Monday 12th October**

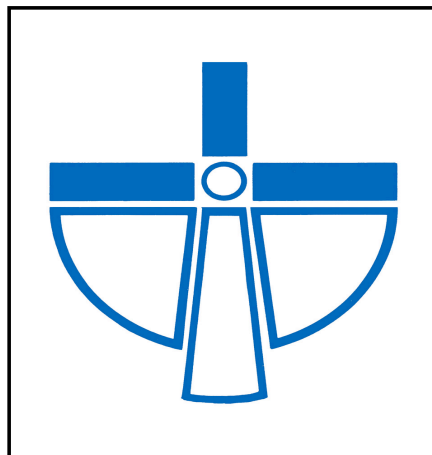
**Interviews: Tuesday 20th October**

**Required for: January 2021**

**Hours: Full Time - 36 per week for 42 weeks per year  
(term time plus 3 weeks)**

**Salary Range £ 27,751 to £28,760 pay award pending  
(depending on experience)**

**Visits most welcome but this may have to be virtual  
for COVID compliance: Contact on 020 8874 7786**





**ST. MICHAEL'S CE SCHOOL**  
**OFFICE MANAGER**  
**Required for JANUARY 2021**



- Are you looking to develop your career in an Outstanding school?
- Are you looking for a post within a supportive staff and parent community?
- Would you like the opportunity to be part of a dynamic and very successful team?
- Would you love to work in a school where you will be given the opportunity to progress professionally?
- Do you have the necessary organisational and communication skills to run a busy school office?

**If so read on...**

The Governors are looking for an Office Manager who is hard working, collaborative and has strong organisational skills. We are seeking to appoint an excellent Office Manager to join our wonderful school as of January 2021.

This post will be in line with the National Joint Council (NJC) local government pay scales and salary on appointment is dependent on experience. The job specification gives greater detail.

**We can offer you:**

- A wonderful office environment and office staff to work with
- Wonderful children who appreciate everything we do
- Brilliant colleagues who are dedicated and supportive
- Outstanding leaders - as recognised by Ofsted and SIAMS - who will provide constant support and development opportunities
- A very supportive parent / school community

For an application pack please refer to our school website <http://www.stmichaels.wandsworth.sch.uk/our-school/vacancy-info/> where all the information can be downloaded.

An application pack can be downloaded from the Wandsworth Council website [www.wandsworth.gov.uk/jobs](http://www.wandsworth.gov.uk/jobs). Completed application forms should be returned to the school either by email or post.

**Please note that we only consider applications made on the SDBE Application form.**

**Please complete your Personal statement using our Job Specification points**

**Closing date: Monday 12th October**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This post is subject to a satisfactory Disclosure Barring Service check. For all teaching staff a teaching qualification and skills check is also required.



# ST. MICHAEL'S SCHOOL PROFILE



St. Michael's is a Church of England school situated along Granville Road, Southfields. We are a Voluntary Aided Primary School where the staff and Governors work in partnership with Wandsworth Education and the Southwark Diocesan Board of Education. The school has a long established association with the Parish Church of St. Michael's and regular visits are made to the Church during the term and for the end of term services.

## **Our Recent SIAMS Church Inspection 2019 stated that:**

The school has a deeply embedded inclusive Christian vision which excellently expresses its mission of Christian service to its diverse community. This is based on the biblical teaching of the value and potential of everyone, each being precious to God. Through insightful leadership, and accurate self-evaluation, its Christian foundation is kept consistently to the fore. It consequently is relevant and responsive to the strengths and challenges of school life, making this a forward thinking and outward looking institution. It successfully challenges and nurtures pupils' academic and personal development. Consequently, all pupils, including the most vulnerable, flourish and make very good progress from their various starting points, leading to outcomes being consistently above local and national averages.

## **We consider ourselves to be a friendly, family orientated school serving the community of Southfields. Our last Ofsted Inspection cited:**

"This is an outstanding school. The great majority of parents agree. They say that their children make excellent progress here and are very happy." **(Ofsted 2008)**

"All pupils make outstanding progress from their starting points and, by the end of Year 6, their overall standards are well above average". **(Ofsted 2008)**

The full report can be viewed on our school website [\*\*www.stmichaels.wandsworth.sch.uk\*\*](http://www.stmichaels.wandsworth.sch.uk)

Children enter the Reception class in September prior to their fifth birthday and we hope stay with us until Year 6 when at the age of eleven years they transfer to secondary school. There are 14 classes in total as we are two-form of entry.

Within our school we aim to create a secure, happy and hard working environment in which children can develop and they are encouraged to work in partnership with each other.

Good behaviour is paramount and as a school we have produced and implemented our own "Positive Behaviour Policy" which is a result of whole staff, Governor, parent and pupil input.



# JOB DESCRIPTION OFFICE MANAGER



**Job Title:** Office Manager

**Responsible To:** Headteacher - Mrs. Ann-Marie Grant

## **General Job Description:**

### Purpose of the Job

For the Management of the daily administration of the School Office Area under the guidance of senior staff for undertaking administrative, financial and organisational processes within the school, maintaining confidentiality at all times.

To assist with the planning and development of support services within the Office Area

### Organisation

Work for the Headteacher in the capacity as a Personal Assistant (PA) and undertake all duties assigned to the role

Deal with complex reception and visitor matters

Contribute to the planning, development and organisation of support service systems, procedures and policies within the Office/Reception Area

Organise school trips/journeys/events in the diary etc.

Manage, supervise, train and develop administrative staff as appropriate

### Administration

Oversee and organize the management of the school's admissions procedures in line with the governor's criteria, maintain waiting lists and allocate spaces accordingly in line with the school's admissions policy. Liaise with the Local Authority and prospective parents.

Manage manual and computerised records and information systems

Analyse and evaluate data and information and produce reports, information and statistics as required

Undertake typing and word-processing and complex IT based tasks

Provide personal – administrative and organisational support to the Board of Governors and other staff

Manage the induction process for new children

Complete and submit complex forms, returns etc, including those to outside agencies e.g. DfE, LA

Manage the maintenance and updating of individual pupil files, liaising with appropriate staff members, and ensure the transfer of files when a pupil joins/leaves the school.

Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.

Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.

## Resources

- Operate relevant equipment and complex ICT packages (e.g the school's MIS system)
- Provide advice and guidance to staff, pupils and others on administrative systems and events that take place in school
- Ensure the office is kept tidy, organized and in good order at all times, making sure there is sufficient office resources available
- Assist with marketing and promoting the school

## Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Establish constructive relationships and communicate with other agencies and professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Develop an office team that delivers and meets the needs of the school
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building
- Manage and organise administrative staff ensuring the smooth and effective running of the school office and all administrative and communicative systems

## Safeguarding

- The post holder will share the school's commitment to safeguard, and promote the welfare of, the children in our care.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the school.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your role.
- Ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.





# JOB SPECIFICATION



When writing the supporting statement **please ensure** that you have **covered all the points below in order.** Please give personal examples to support the points, which make clear your role and responsibilities.

<b><u>Criteria</u></b>	<b><u>Essential (E)</u> <u>or</u> <u>Desirable (D)</u></b>	<b><u>Method of Assessment:</u></b> Application (A) Reference (R) Interview (I) Observation (O) Portfolio (P)
<b><u>Qualifications</u></b>		
NVQ3 in Business Administration or equivalent in a relevant discipline (or working towards)	E	A/I
English and Maths GCSE	E	A/I
<b><u>Experience:</u></b>		
Working in an office environment at senior level	E	A/I/R
Developing, managing and operating clerical/administrative and organizational systems.	E	A/I/R
Analysing and evaluating data	E	A/I/R
Organising, leading and motivating staff	E	A/I/R
<b><u>Knowledge, Skills and Abilities:</u></b>		
Excellent attention to detail	E	A/I/O
Excellent literacy/numeracy skills	E	A/I/O
Knowledge of school admission procedures	E	A/I/O
Successful use of IT packages including word processing, Excel and school MIS systems e.g. SIMS	E	A/I/O



<b><u>Criteria</u></b>	<b><u>Essential (E)</u> <u>or</u> <u>Desirable (D)</u></b>	<b><u>Method of</u> <u>Assessment:</u></b> Application (A) Reference (R) Interview (I) Observation (O)
Ability to plan, organise and prioritise	E	A/I/O
Ability to communicate well and work in partnership with parents and other school staff	E	A/I/R
Ability to work flexibly and respond to unplanned events	E	A/I/R
<b>Personal Qualities:</b> Sympathetic to the Christian ethos of our Church of England School.	E	A/I
High expectations of themselves and the office staff	E	A/I/R
Reflective and self-evaluative in developing as Office Manager	E	A/I/R
Adaptable, positive and flexible.	E	A/I
Recognises the importance of confidentiality in a school context.	E	A/I/R
Commitment to safeguarding and equality	E	A/I/R
Deals with difficult situations effectively	E	A/I/R



# SHORTLISTING AND INTERVIEWS



**We ask applicants to note the following points before applying:**

**The closing date and time for all applications is  
Monday 12th October 2020 (12:00 NOON).**

- All applications will be processed and a short-list drawn up.
- **Short-listed Candidates:** Contact will be made with short-listed candidates by the **end of Monday 12th October 2020 and times arranged to interview for Tuesday 20th October**

**To ease the short-listing process we ask applicants to note the following:**

- Applicants **must complete** the Southwark Diocesan Boards of Education application form;
- When writing the supporting statement please ensure that you have covered all the points in the **Job Specification Selection Criteria in order**. Please give personal examples to support the points, which make clear your role and responsibilities.
- References: Provide **email addresses** and all **telephone contact numbers** for all referees

**Visits are welcome but will be different due to COVID-19 restrictions. However, we will still ensure you will be able to gain an overview of the school and the school community. Please phone 020 8874 7786 to arrange a mutually convenient time.**

**If you think you can fulfil this job description and would like the opportunity to develop professionally and enjoy working here, then St. Michael's is the school for you!**

**We look forward to hearing from you.**

**Find out about us on our school website  
[www.stmichaels.wandsworth.sch.uk](http://www.stmichaels.wandsworth.sch.uk)**