

## 'Weaverham High School is a wonderful place to learn' OFSTED 2020



Weaverham High School is a vibrant, thriving and successful school where every member of our community feels valued, safe and supported to ensure they surpass their potential. We celebrate uniqueness and see individuals. We understand that our pupils have hopes and dreams, challenges and barriers and it our privilege to celebrate their worth and their potential. We want every child to enjoy their own journey of discovery, acquire a thirst for knowledge, creativity and imagination and develop a love for their learning.

We want pupils to leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and leadership experience they need to thrive in the world.

Our staff work tirelessly to ensure individual barriers are overcome and pupils are challenged and supported in equal measure.

We nurture talent, ability and ambition with energy, creativity, determination, relentless kindness and high expectations.

**"Be the best version of you"**



### Office Manager

We wish to appoint a highly motivated candidate to join and lead our school office administration team. You will be responsible for the day to day management of the school office, developing and continually improving the services provided by the administration team.

The successful candidate will need to be:

- Reliable, professional and flexible.
  - A good communicator, friendly and professional in their interactions with colleagues and front of house.
  - Able to organise and prioritise work including leading and motivating staff.
  - Have good IT skills, using Word, Excel, e-mail and the ability to learn new software systems.
- Understand confidentiality, including GDPR

Start date: ASAP Salary: Grade 5 starting scale £25183 raising to £27,269, actual salary for 37hours per week/40 weeks per year £22,285 to £24,131.

How to apply

For further information email [jobs@weaverhamhighschool.com](mailto:jobs@weaverhamhighschool.com) or see school website [www.weaverhamhighschool.com](http://www.weaverhamhighschool.com) Applications are to be submitted via <https://mynewterm.com/school/Weaverham-High-School/149614>

Please complete the application as fully as possible and explain any gaps in your employment history. Our school places the highest priority on keeping our children safe. Applicants will be subject to stringent vetting processes, including online searches for shortlisted candidates. The successful applicant will require an enhanced Disclosure and Barring Service check.

**Closing date 9am 8<sup>th</sup> January 2025**

**Applications may close before the deadline, so please apply early to avoid disappointment**

**Headteacher: Clare Morgan**

Tel: 01606 852120 [www.weaverhamhighschool.com](http://www.weaverhamhighschool.com)

|                  |   |                   |                 |
|------------------|---|-------------------|-----------------|
| <b>JOB TITLE</b> | <b>Office Supervisor (Secondary School)</b> | <b>JOB REF NO</b> | <b>AAAE5228</b> |
|------------------|---|-------------------|-----------------|

**BASIC JOB PURPOSE**

To prioritise and oversee the work of the main office and reception service for the School.

| <b>NO</b> | <b>MAIN RESPONSIBILITIES</b>   |
|-----------|--|
| <b>1</b>  | Provision of a high quality reception service for the School to include: <ul style="list-style-type: none"> <li>- Act as first point of contact for visitors to the School and those making telephone contact.</li> <li>- Operate and maintain the School switchboard, including sending and receiving fax transmissions;</li> <li>- Ensure that all telephone messages are recorded and passed on to appropriate colleagues;</li> <li>- Ensure that all visitors sign in/out and are issued with the appropriate passes.</li> </ul> |
| <b>2</b>  | Prioritise the flow of work in the Main Office so as to ensure agreed deadlines are achieved.  |
| <b>3</b>  | Manage the work of the Receptionists to ensure their motivation, development and effectiveness and carry out annual Performance Review.  |
| <b>4</b>  | Provide a word processing service to produce documentation for circulation in School and for distribution to parents, pupils and the community.  |
| <b>5</b>  | Provide general clerical and secretarial support to the teaching staff   |
| <b>6</b>  | Access/update pupil records/timetables from the SIMS Pupil database in response to queries from all associated parties   |
| <b>7</b>  | Monitor and develop the use of technology within the Office to ensure the efficient and cost effective delivery of the support service   |
| <b>8</b>  | Development and implementation of office procedures in consultation with the office staff  |
| <b>9</b>  | Undertake administrative duties in connection with all work in association with year 6 transition including pupils data on SIMS  |
| <b>10</b> | Proactively undertake a range of administrative duties including general filing, production and amendment of set lists, amendments to schemes of work, preparation and distribution of memos and standard letters.   |
| <b>11</b> | In the absence of the Head's PA, to provide confidential secretarial and PA support and to provide secretarial support to other staff as required.   |
| <b>12</b> | Provide First Aid and undertake all administration duties relating around pupil care plans, first aid and immunisation with the nursing team.  |
| <b>13</b> | Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.   |

Further information about this role at Weaverham High School

The Governing Body of Weaverham High School are looking to appoint an outstanding Office Manager for the Main School Office at our very successful school. This permanent position is for 37 hours a week, 40 weeks a year.

The office staff currently consists of 5 part-time staff all of whom you will line manage.

The successful candidate will be highly organised, possess excellent interpersonal skills and be able to manage and motivate a team of hard-working administrative staff to ensure the efficient smooth-running of the school office. This will need to be completed with good humour in often busy, challenging circumstances.

You will need to relate and communicate effectively with a wide range of people both within and external to the school. In addition to your organisational skills, the ability to form good interpersonal relationships will be the key to your success or otherwise in the post.

**Your key role will be to:**

- Efficiently manage the school office, managing the work of the main office team to ensure a smooth and accurate function of daily tasks.
- Handling incoming calls, emails, and face to face inquiries
- Ensuring appropriate Safeguarding checks made for visitors onsite
- Ensuring cleanliness and organization of the reception/office area
- General administration support to staff, including data administration for SAR/FOI requests.
- Good awareness of school policies and procedures.
- Maintain a confidential service following GDPR guidelines and review office procedure to ensure GDPR compliant.
- Pupil database administration (SIMS) including new starter/leaver administration and monitor and record pupil attendance marks
- Liaising with external bodies for example CWAC regarding free school meals entitlements, school transport and school nurse team re care plans and immunisations.
- Management of the First Aid administration and recording, including maintain defibrillation machines and management of staff requiring first aid training.
- Office equipment monitoring and ordering
- Management and administration of school admissions, from enquiry to on role
- Administrative duties in connection with year 6 transition including pupils' data on SIMS.

We hope that what you have read excites you. The job is a large one but a central one to the efficient and effective operation of the school. For those familiar with school salary structures it is a Grade 5 post. It will bring challenge and variety in addition to the necessary hard work.

**JOB TITLE:****Office Manager****GRADE: Grade 5****JDQ REF: AAAE5228**

| CRITERIA                     | ESSENTIAL  | DESIRABLE   | METHOD OF ASSESSMENT       |
|------------------------------|--|---|----------------------------|
| <b>Qualifications</b>        | <p>GCSE Grade C or above in English and Mathematics</p> <p>Computer literacy, keyboard skills.</p>   | First Aid at Work qualification   | Application/ references    |
| <b>Experience</b>            | <p>Working in a busy office environment</p> <p>Ability to demonstrate good Customer Service knowledge.</p> <p>Must possess good typing skills and able to use word processing programs of MS office packages including Word and Excel</p> <p>Managing staff Organising, leading and motivating other staff</p> | <p>Evidence of a willingness to develop ICT technical skills</p> <p>Developing, managing and operating clerical/administrative organisational systems</p> <p>Experience of working in a busy school office</p> <p>Working in an office environment at senior level</p> <p>Working with children or young people</p> <p>Website updating</p> | Application Form/Interview |
| <b>Job Related Knowledge</b> | <p>Knowledge of Management Information Systems</p> <p>Computer literate and ability to learn different software packages quickly</p> <p>Willingness to undertake 1st Aid at Work course and provide 1<sup>st</sup> Aid in school</p>   | <p>Experience of using SIMS/Class Charts</p> <p>School Comms</p>  | Application Form/Interview |

|                                    |  |  |                                   |
|------------------------------------|--|--|-----------------------------------|
| <p><b>Skills and Aptitudes</b></p> | <p>Ability to plan and prioritise competing workload demands.</p> <p>Personal integrity and honesty</p> <p>Accuracy and organisation</p> <p>Patience.</p> <p>Flexibility</p> <p>Ability to work to tight deadlines.</p> <p>Understanding of data protection (GDPR)and confidentiality</p> <p>Calm disposition</p> <p>Good interpersonal skills</p> <p>Good telephone manner</p> <p>Literate with good written communication skills</p> <p>Good communication skills with a broad range of individuals and ages.</p> <p>Resilient and has the ability to multitask and to thrive in a busy office environment</p> | <p>Ability to work accurately and methodically, with attention to detail.</p> <p>Ability to communicate effectively with all levels of management.</p> <p>High degree of commitment, self-motivation and initiative.</p> <p>Outstanding oral and written communication skills.</p> | <p>Application Form/Interview</p> |
| <p><b>Other Requirements</b></p>   | <p>Positive personality and a sense of humour</p>  |  |                                   |