

*be
brilliant*

Office Manager Welcome Pack



Thank you for your interest in this rare opportunity to join the wonderful team at John Wycliffe Primary School, Lutterworth - part of Inspiring Primaries Academy Trust!

This vacancy comes at an exciting time as we launch forward from our very positive OFSTED inspection to reach for ever more excellence in all that we do.

JWPS is a community school at the heart of our growing market town in rural Leicestershire. As the town is growing, so is our school. We are excited that we were chosen for £1 million in expansion investment and have recently opened our new Whittle Wing learning block to lift our potential capacity to 420 children over the coming years.

Our school has a long tradition of nurture, placing the wellbeing of our children at the heart of school life. When it comes to teaching and learning, we have a very simple ethos: **Be Brilliant!**



If you are looking for the next step, even the first step, in your career and want to work in an environment that inspires you to bring your brilliance to our school, every day then this is the role for you. I would encourage you to read the details of our approach, our supportive Trust and our offer to you set out in this pack and, when you are ready to apply, phone into school so I can arrange a tour to introduce you to our team and our children.

Lee Evans
Headteacher

Supporting your career, whichever stage you are at....

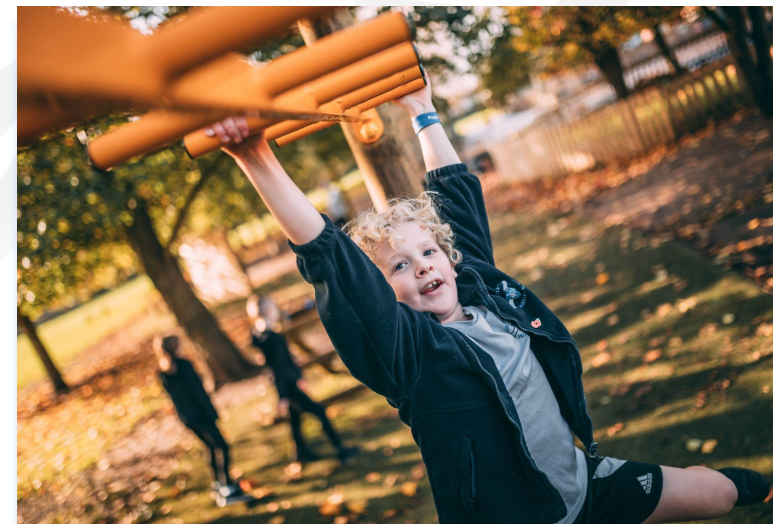
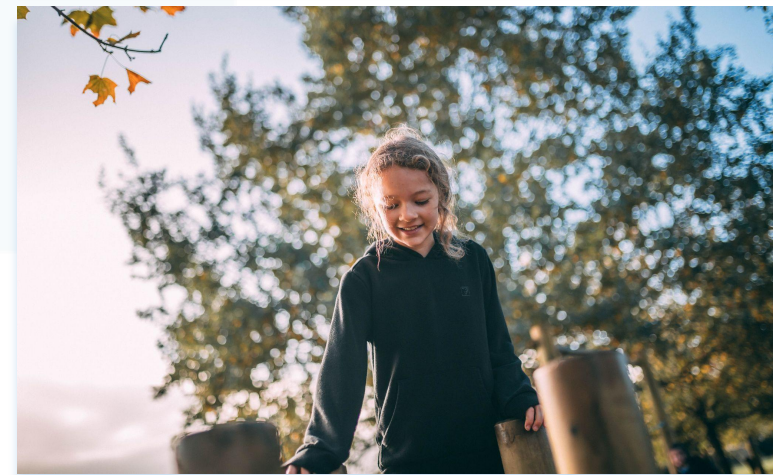
Office Manager

At Inspiring Primaries Academy Trust, we recognise and value the contributions made by our support teams to the outcomes of our pupils, and in meeting the needs of our wider school and Trust family.

Our office managers play a pivotal role within the Trust and in the improvement journey in all our schools. They are responsible for ensuring effective day to day management of the school administration and site operations to support the requirements of leaders, staff, pupils and the wider community.

The ideal candidate will be a confident communicator who is able to effectively and independently organise, manage and provide support to parents, stakeholders, school contacts and visitors to the school.

Our Office Manager will need to be as passionate about our school as we are.



Supporting your career, whichever stage you are at....



Working in Education

Our Trust is dedicated to identifying and supporting areas of professional development.

Opportunities for support staff at John Wycliffe Primary School may include access to:

- Funded training through an Apprenticeship.
- CPD accredited online training courses.
- Regular twilight training sessions
- Ongoing support & mentoring from business professionals within the Trust.

Supporting your career, whichever stage you are at....

Finding A Better Balance!

Some of our Trust's most successful and impactful support staff have chosen to come into education as a second or alternative career.

Whether that is motivated by a change in circumstances, such as having a school-aged family to look after, or a change in motivation, such as embracing a vocation and being able to give back to your community, John Wycliffe Primary School can be the place for you to find that balance.

Once that balance has been restored, our Trust will have new opportunities for enriching experiences across our schools. Our school leadership work closely with our Trust partners to ensure that those opportunities are shared with staff and that full support is given to those wishing to take them up!





Andrew Riches
Chief Executive Officer
Inspiring Primaries Academy Trust

Welcome to Inspiring Primaries Academy Trust and thank you for your interest in the role of Office Manager at John Wycliffe Primary School.

Inspiring Primaries Academy Trust is highly ambitious for all children, young people, and our staffing team. The Trust currently comprises nine primary schools based around Leicestershire. We are a highly inclusive Trust with a track record of successful school improvement and innovative approaches.

This is a really exciting time to join our team. We are a values-driven organisation and everything that we do is aimed at improving life chances for children.

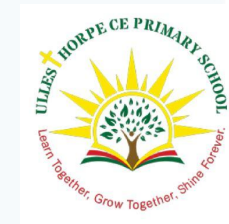
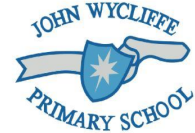
Our support team play a pivotal role within the Trust and in the improvement journey in all our schools. We are looking for a highly skilled candidate, who will provide ambition, creativity, passion, and drive.

If you are excited by the opportunity to make a difference in this school and our children's lives and feel that you have the skills and qualities for this role, please get in touch to arrange a visit and/or further conversation. We look forward to receiving your application.

☎ 01455 552343

✉ enquiries@ipat.uk

📍 Inspiring Primaries Academy Trust,
Company Number 08540699, Registered
UK Address: Church Lane, Gilmorton,
Leicestershire, LE17 5EU



Our vision is to enable all to flourish and succeed.

Our guiding principles are:

- We will appreciate the trust placed in us in educating children, promoting their personal development and well-being.
- We will promote excellence, personal achievement and the realisation of each and every child's potential, irrespective of their gender, race, faith, ability or background.
- We will promote the pursuit of excellence by every person every day, celebrating performance inside schools and the wider world.
- We are committed to ensuring well disciplined, caring environments.
- We are committed to ensuring every school is a hub for the community it serves and is a source of immense pride.
- We are committed to providing high quality buildings and engaging classrooms with up to date technologies.

Office Manager Job Description

Job Title:	Office Manager
Grade:	Equivalent to Leicestershire LA Grade 8
Initial Location:	John Wycliffe Primary School, Lutterworth
Responsible To:	Senior Business Partner
Responsible For:	Effective day to day management of the school office & premises teams
Key Relationships / Liaison With:	Trust Central Team, School Premises Officer, School Leadership Team, Trust leadership

Job Purpose:

To have responsibility for day to day management of the school administration and site operations to support the requirements of leaders, staff, pupils and visitors.

Office Manager Job Description cont.

Main Duties and Responsibilities:

- Support the school in achieving positive and effective lines of communication with all staff, parents/carers, the local community, the Trust, suppliers, contractors and other users of the school's facilities.
- Lead the administrative support service within the school, to:
 - ensure that all procedures are carried out accurately, effectively and efficiently,
 - to provide maximum support across the school and Trust.
 - to ensure compliance with Trust and statutory policies.
 - process data and produce, analyse and interpret reports in order to support decision making and/or make recommendations to senior leaders and governors.
 - complete statutory and non-statutory returns, ensuring that they are accurate and are submitted in a timely manner (e.g. school census, monthly absence return, etc.).

This may include planning and prioritising the work of others within the team, and dealing with/responding to a wide range of enquiries and issues

- Ensure effective use of allocated funds and resources.
- Lead the School premises team, with support from the Trust Business Partners, to:
 - ensure the school buildings and grounds are maintained to an adequate standard, are clean and secure.
 - ensure that all health and safety monitoring and record keeping required by the Trust is fully up to date, accurate and comprehensive.
- Line Management of admin and premises teams
- Any other duties, commensurate with the grade, for which the post holder has appropriate skills / training, as may be required from time to time.

Office Manager Job Description cont.

Special Factors:

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. **Therefore a DBS enhanced check is an essential requirement.**

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Inspiring Primaries Academy Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Office Manager Person Specification

Aspect	Essential	Desirable	Evidence (Essential)
Qualifications	<ul style="list-style-type: none"> Level 2 qualifications in Maths/Numeracy and English/Literacy. Level 3 qualification in business and administration with post-qualification experience, <u>or evidence of equivalent experience.</u> 		<ul style="list-style-type: none"> Application form. Required documentation. Interview questions.
Experience	<ul style="list-style-type: none"> Experience of working in a busy office environment, carrying out a range of administrative tasks. 	<ul style="list-style-type: none"> Experience of working in a school office. Some supervisory experience. Experience using MIS systems. 	<ul style="list-style-type: none"> Application form. Reference. Interview questions.
Knowledge	<ul style="list-style-type: none"> Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act. Understanding of the context in which schools operate. A understanding of health and safety issues relevant to the post. Awareness of basic HR procedures. 	<ul style="list-style-type: none"> An understanding of facilities/ premises maintenance. 	<ul style="list-style-type: none"> Application form. Interview questions. Test.

Family Liaison Officer Person Specification cont.

Aspect	Essential	Desirable	Evidence (Essential)
Professional and Personal Skills and Attributes	<ul style="list-style-type: none">• Ability to work accurately under pressure, managing your own workload in order to meet deadlines.• Excellent ICT skills, along with the ability to make effective use of a range of ICT software in order to fulfil the requirements of the role.• Ability to analyse data, including complex data, in order to make recommendations.• Ability to deal with complex/challenging problems, and take appropriate action.• Excellent written and oral communication skills.• Excellent interpersonal skills with the ability to relate well to children and adults.• Able to operate effectively with minimum supervision.• Able to support/direct work of junior staff.• Able to review practice and procedure, identify improvements and implement these effectively.		<ul style="list-style-type: none">• Application form.• Interview questions.• References.• Test.

Family Liaison Officer Person Specification cont.

Aspect	Essential	Desirable	Evidence (Essential)
General Circumstances	<ul style="list-style-type: none"> ● Evidence of regular attendance at work. ● An understanding of, and commitment to, Equal Opportunities, and the ability to apply this in day-to-day situations. ● Willingness to undertake training. 		<ul style="list-style-type: none"> ● Application form. ● Interview questions. ● References.
Factors not already covered	<ul style="list-style-type: none"> ● Must be able to perform all duties and tasks, with reasonable adjustment where appropriate, in accordance with the provisions of the Equality Act 2010. 		<ul style="list-style-type: none"> ● Application form. ● Interview questions. ● Medical questionnaire.

Ready to apply?

If our school and our Trust is right for you
then we want to hear from you!

To Book A Visit:

Ring **01455 553135** during school hours
and ask for Lee Evans, Headteacher.

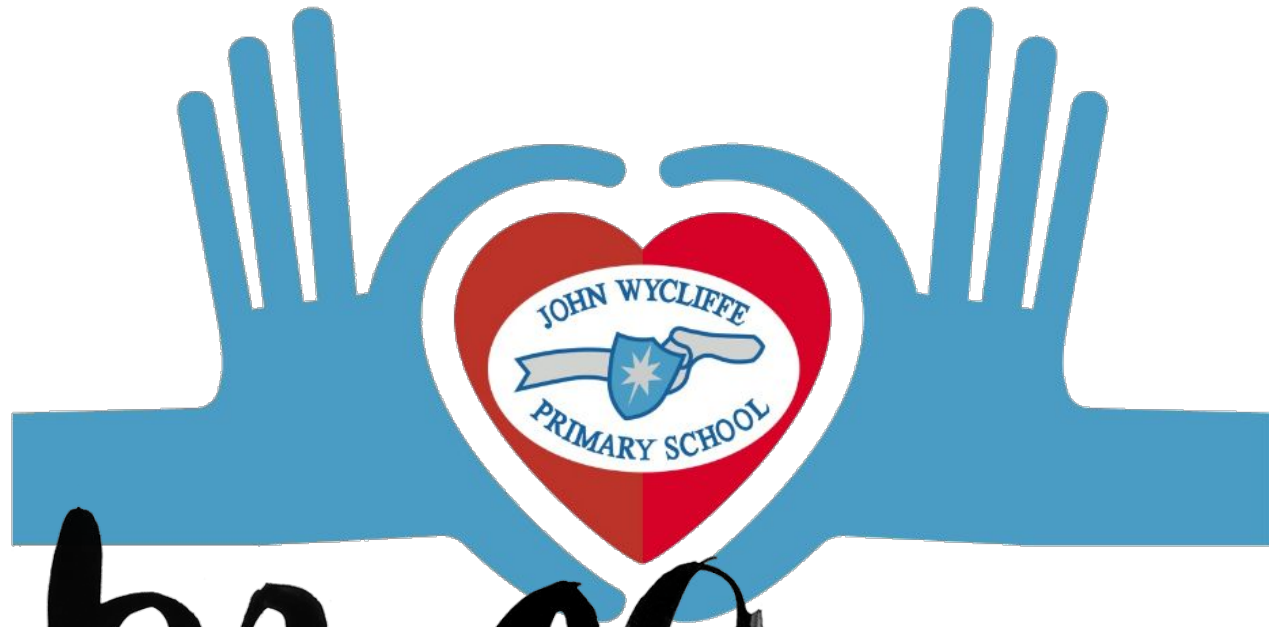
To Apply:

Visit the school website at

www.johnwycliffeprimaryschool.co.uk

or email johnwycliffe@ipat.uk





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