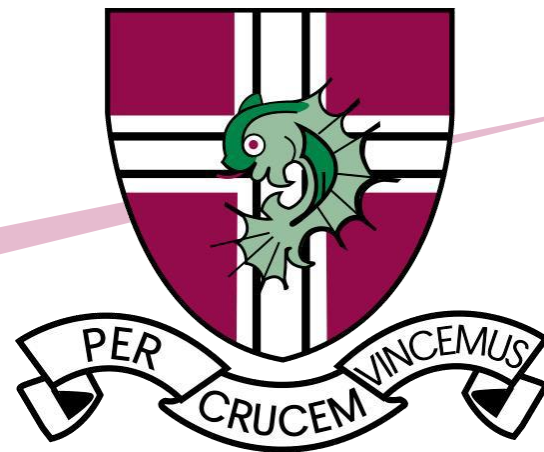


St John Fisher

Catholic Voluntary Academy



Information for Office Manager candidates

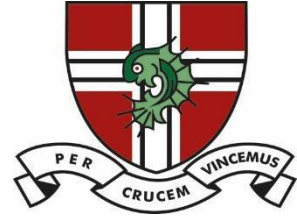
St John Fisher Catholic Voluntary Academy

Office Manager

Hours: 8am – 4pm Monday to Friday. Term Time plus 10 days.

Pay Scale & Salary: Grade 9, Point 23 - 26: £32,076 – £34,834 per annum FTE

Actual Salary: £28,320 - £30,755 per annum



Letter from the Headteacher

It is my pleasure to welcome you to St John Fisher, an 11-18 voluntary aided Academy with approximately 1000 students on roll. It is one of 15 Catholic schools that form the Blessed Peter Snow Academy Trust across the local authorities of Kirklees and Calderdale. Currently, St John Fisher is the sole secondary school within the Trust.

We seek to appoint an outstanding Office Manager. We need someone with the drive and determination necessary to relentlessly drive up standards in our rapidly improving school.

If you are considering applying for this role, I expect you will have read the Ofsted inspection report from January 2023. Whilst this was only 17 months ago, our school is unrecognisable from the description in the report. We have since had 3 very positive monitoring visits. The students at St John Fisher are wonderful young people who deserve the very best teachers and leaders & support staff. I joined the school in April 2023 and staff have since delivered significant improvements for children across all aspects of the school, but particularly with regard to behaviour, attendance and safeguarding. This is just the beginning. It is our ambition to become the best Catholic school in Yorkshire. I would strongly advise any interested candidates to come for a tour of the school with me during the school day.

I believe we are building a team of outstanding practitioners who will make St John Fisher an incredible school. The successful appointment to this key role will be pivotal in our continued improvement. Therefore we seek the very best. We are proud of our team ethos, our talented teachers and our dedicated support staff who guide and nurture our students when they require additional help, or when they make mistakes. We do this regardless of background, circumstance or prior academic attainment.

I warmly welcome you to come and see the school for yourself.

Mr K. Mackey
Headteacher

Appointment Procedure:

Closing Date:	12pm, Friday 21 st June 2024
Shortlist:	Friday 21 st June 2024
Interview:	Wednesday 26 th June 2024



St John Fisher Catholic Voluntary Academy

Headteacher: Mr Karl Mackey

Job Title: Office Manager	
Work Location: St John Fisher Catholic Voluntary Academy	Salary: Grade 9, Point 23 - 26: £32,076 – £34,834 per annum FTE Actual Salary: £28,320 - £30,755 per annum
Reports To: Headteacher	

Job Purpose

The successful candidate will be expected to lead, operate, maintain and develop the administrative procedures and systems of the Academy, in co-operation with the Senior Leadership Team. This role will include managing the effective running of the Academy's Reception by prioritising, identifying and implementing best practices and organisational efficiencies. The successful candidate will have direct line management responsibility of the Academy's Receptionist and Business Support Officers.

Key Responsibilities

- To effectively manage the office team and receptionist in order to facilitate the smooth functioning of the school's administration on a day-to-day basis.
- Ensure that staffing levels are appropriate, particularly during break times and the school holidays.
- Oversee a first-class reception service, including the efficient and courteous management of incoming telephone calls and visitors in line with child protection regulations and policy.
- Ensure that all office staff deal fairly and robustly with students in the areas, minimising the amount of time each student has out of lessons and maximising their good conduct and politeness.
- Attend Academy events, briefings and SLT meetings as required.
- Organise the smooth running of Parent/Teacher Evenings.
- Lead and manage the personal and professional development of members of the office team and reception, coordinating operations to ensure effective performance of the office.
- Ensure accurate and confidential records are maintained and ensure strict confidentiality on staffing and student matters at all times.
- Ensure that the day-to day management of the Academy's Management Information System is accurate and precise.
- Ensure all staff are cross-trained on various duties to allow sufficient cover in the case of absence or sickness.
- Review and implement the Medical Policy and Care Plans, ensuring that all staff are aware of these documents.
- Oversee any mailings or communications to parents/carers, together with the correspondence and documentation relating to school functions and events.
- Monitor and develop procedures and systems of administration and communication.
- Oversee the procedures for dealing with students who are sick or require first aid.
- Hold regular meetings with the office team to address any issues and bring these to a satisfactory conclusion.

- Celebrate and promote actively the educational and other virtues and values of the Academy in the community, the local authority and beyond, by working with community partners and parents/carers, inviting them to Academy functions and keeping them engaged, involved and informed.
- Ensure the mission, values and ethos of the Academy are apparent and kept current in the appearance and operation of the front of house areas.
- To lead and manage the social media and newflash strategy, open night and other high-profile activities.
- Collate and record parental voice from Parent/Carer Evenings, liaise with the Deputy Headteacher and act on the queries raised.
- Maintain positive relationships between the Academy, businesses, neighbours, partner schools and colleges, the Trust sponsor and our local primary schools.
- Working with the Co-Headteachers and the Facilities Manager assist with the arrangements for the Academy Fire Procedures and Critical Incidents.
- Produce suspension paperwork.

Admissions:

- Manage the school admissions processes including the migration of data as necessary for the whole school. This includes in-year admissions and transfers, off-site direction placements and in-year fair access placements.
- Prepare for and attend student appeal hearings, ensuring the necessary appeals statements are fully prepared.
- Co-ordinate prospective parent tours and responses to queries from parents as part of the management of the admissions processes.
- Ensure the admissions section of the Academy website is updated to reflect the admissions cycle.

The post holder must demonstrate a flexible approach to the delivery of the role. This job description will be updated on a regular basis in consultation with the postholder. While every attempt has been made to make this job description exhaustive, there may be occasions when the specifics require review and/or the postholder may be asked to carry out additional, reasonable, requests of the Headteacher, in line with the general scope, grade and responsibilities of the role.

St John Fisher is committed to safeguarding and promoting the welfare of children therefore all positions in the school will be subject to a satisfactory Disclosure and Barring Service check.

To comply with the Immigration, Asylum and Nationality Act 2006, all prospective employees will be required to supply evidence of eligibility to work in the UK.



St John Fisher Catholic Voluntary Academy

Person Specification for Office Manager

The application form will be used to determine whether candidates adequately meet at least the essential criteria in order to be shortlisted for interview. The criteria will be assessed both during the application and interview process.

Qualifications/Knowledge/Skills/Experience:

Criteria	Essential	Desirable	Measured
Maths and English GCSE (A*-C), or equivalent	✓		App / Int
Excellent IT skills & detailed working knowledge of Microsoft Office (particularly Excel, Outlook and Word)	✓		App / Int
Relevant demonstrable experience either in an educational setting or working within a public sector environment		✓	App / Int
Ability to work to and meet deadlines	✓		App / Int
Experience of managing admissions		✓	App / Int
Experience of using a Management Information System	✓		App / Int
Experience of line management or supervision of colleagues		✓	App / Int
Excellent verbal and written communication	✓		App / Int
Ability to work flexibly and collaboratively as part of a team as well as on own	✓		App / Int
Ability to communicate and influence effectively with colleagues at all levels	✓		App / Int
Ability to maintain confidentiality	✓		App / Int
Passion for helping children and young people learn	✓		App / Int
Ability to manage own workload and supervising that of others, to meet conflicting demands and deadlines. Ability to delegate fairly and effectively	✓		App / Int

Additional

Criteria	Essential	Desirable	Measured
An understanding of relevant legislation concerning Safeguarding	✓		App / Int
Clear commitment and understanding of Trust ethos, vision and values and ability to uphold them	✓		App / Int
High levels of interpersonal and communication skills and the ability to build relationships and influence at all levels	✓		App / Int
To be fully up to date with current issues and developments in education	✓		App / Int
To uphold the academy's reputation at all times	✓		App / Int
To be willing to participate in a programme of personal development and training	✓		App / Int
To be willing to take part in the Academy Performance Management process	✓		App / Int