



Westfield School

Office Manager

Applicant Pack



Outstanding Achievement for All

Contents

The vacancy.....	3
Post advert	3
Role summary	3
Job description.....	5
Specific duties and responsibilities	5
Support for the trust/school	5
Changes to these duties.....	6
Person Specification	7
Job Title: Office Manager	7
Knowledge, experience and skills	7
Qualifications	7
Other skills	7
Interpersonal skills	8
Child protection	8
Westfield School.....	9
Chorus Education Trust	10
To apply	11
Disability confident	11
Safeguarding	11

The vacancy

Post advert

Deadline for applications:	11.59pm on 6 January 2025
To start:	ASAP

Westfield School is looking to appoint an Office Manager to lead a professional and efficient business administration service to the school. This is a new role to increase capacity and support in a busy school admin environment. The role will line manage reception staff, admin staff and resources/reprographics staff.

This role will also

- support a number of business functions within school such as working with the central marketing team, managing communications, including marketing and promotion of the school under the direction of the school senior leadership team and working with the central marketing team
- be the nominated trips coordinator working with the senior leadership team
- be responsible for the completion and reviews of student medical risk assessments under direct of the school leadership team

The successful candidate will need excellent communication skills and have experience of working in a busy office environment. The successful candidate will also need to establish productive working relationships with students and staff acting as a positive role model and setting high expectations.

If you want to work in an inspiring, fully inclusive environment with students who want to succeed and alongside friendly, supportive staff, then we want to hear from you! You will join a passionate and dedicated team, a school with strong leadership, and a Trust who is committed to providing professional development and opportunities for all colleagues.

Role summary

Post title:	Office Manager
Profile:	BS3
Grade:	5
Grade spinal point range:	SCP 15 to 20
Salary:	£29,093 - £31,586
Accountable SLT post:	Business Manager
Line manager (if different):	
Staff to be supervised or line managed by post holder:	Administration, Resources and Reception Team
Post holder will work with:	Senior Leadership Team, Teaching & Support staff and Trust colleagues

Holiday and sickness relief:	Other admin support staff		
Purpose of post:	<p>To lead and develop a professional and efficient business administration service to the school, including marketing and promotion of the school under the direction of the school senior leadership team and working with the central marketing team.</p> <p>To be the nominated trips coordinator working with the senior leadership team.</p> <p>To be responsible for the completion and reviews of student medical risk assessments under direct of the school leadership team.</p> <p>To be the lead person for monitoring, reviewing and recording cctv incidents on a day-to-day basis</p> <p>Line management of the admin, resources and reception team</p>		
Version revised:	December 2024		
Contract:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Permanent</td> <td style="width: 50%;">37 hours/52 weeks</td> </tr> </table>	Permanent	37 hours/52 weeks
Permanent	37 hours/52 weeks		

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

To lead and develop a professional and efficient business administration service to the school. Duties will include, but not be limited to

Office Management

- Take a lead role in the planning, development, and operation of school administrative systems and processes, keeping the school at the forefront of administrative best practice.
- To lead and manage the administrative and reception team to ensure a high-quality service is provided in accordance with agreed policies, procedures, and appropriate legislation.
- To be responsible for day-to-day management and organisation of the school office.
- Produce, and respond to a wide range of complex correspondence, including confidential material, drafting routine letters under the direction of the Senior Leadership Team.
- Manage or audit the storage and/or sales of supplies and resources in an orderly and secure manner as required.
- To develop and maintain a quality assurance framework for administrative systems, processes, procedures, and standards.
- To manage and co-ordinate the production, updating and collation of core school information, reports and publicity materials including the relevant handbooks.
- Responsible for the preparation, production, and maintenance of the school calendar, ensuring it is regularly updated and communicated appropriately in conjunction with the relevant Senior Leader.
- Work with the Central Marketing Team and in accordance with Trust and school policies to maintain the school external communications vehicles (e.g. website, social media).
- Proactively seek updated external communications content, checking that statutory requirements are being met (eg GDPR, copyright), taking photographs of school events and writing supporting text and other articles as required.
- Ensure that school publications, documents and communications are produced in line with the agreed standards of the school/Trust.
- To provide effective and efficient educational visits administrative support service as per the latest procedures and guidance.
- To be the first point of contact and coordinate the booking of lettings/school events at the school, liaising with the Premises team.
- To be part of the first aid team at the school
- Be responsible for the completion and reviews of student medical risk assessments under the direction of the senior leadership team.
- Manage and ensure the correct procedures of managing medicines in school are adhered to.
- To be the lead person for monitoring, reviewing and recording cctv incidents on a day-to-day basis
- Line management of relevant administration team members as directed by the senior leadership team.

Support for the trust/school

- Be aware of and comply with 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 all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take an active part in all key school events such as open evenings etc
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the relevant clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions
- Team responsibilities - All business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Office Manager

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Strong administrative skills and experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A
Experience of managing and developing a team	✓		A/I
Customer services experience.	✓		A
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Experience of an education, training or similar environment.		✓	A
Organisation and bookings for events.		✓	A / I
Qualifications			
Grade 4 or above at GCSE in English and Maths	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
Other skills			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓	✓	A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I

Ability to think creatively and imaginatively to solve problems and identify opportunities	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Ability to delegate and monitor effectively	✓		A/I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



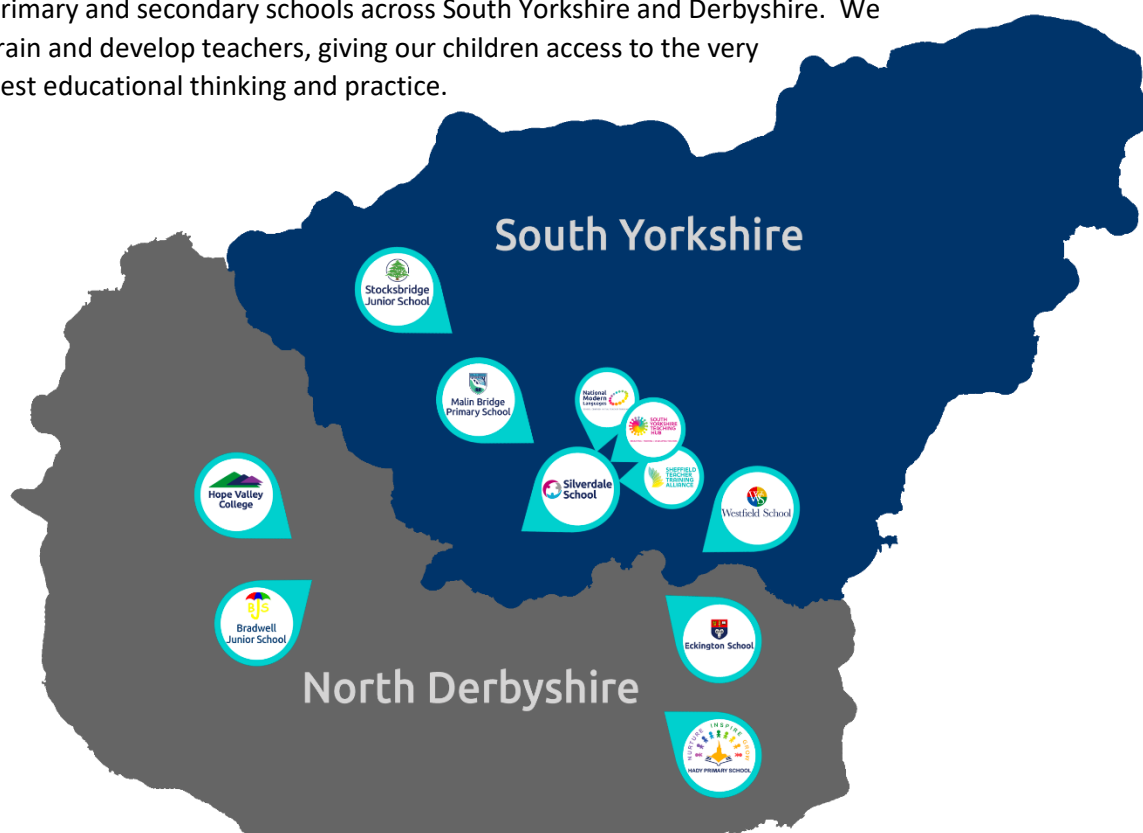
In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: www.westfield.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

A **collaborative environment** encouraging knowledge sharing and support.
- 

Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
- 

Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

Career progression opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Trish Hughes (HR Administrator) at: recruitment@westfield.chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 6 January 2025

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.