

**St. Peter's**

Church of England Primary School

**LOVE LEARN SHINE**

***Shine in the light and love of God.***

Dear Candidate,

Thank you for taking an interest in the role of Office Manager. This is an exciting opportunity to take on a new role upon which the successful candidate can build.

You will join a happy and highly effective team based at our well known and respected school based in the centre of Harrogate. We are excited by the skills and experience that you can bring to the team and committed to providing you with the support you need to be effective in the dual role.

The advert, job description and person specification are included in this pack.

Further information about the school can be found on our website. If you would like any additional information, then please contact us at [admin@stpeters.ycst.co.uk](mailto:admin@stpeters.ycst.co.uk) and we will respond to your enquiry as soon as possible.

Please apply by emailing your completed application form with a covering letter detailing the particular skills you would bring to the role, to [admin@stpeters.ycst.co.uk](mailto:admin@stpeters.ycst.co.uk) by 12.00pm on Monday 26 February 2024. Interviews, which will include tests to measure the skills you will bring to the roles, will take place week commencing Monday 8 March 2024.

I look forward to hearing from you.

Yours faithfully

Paul Griffiths  
Headteacher

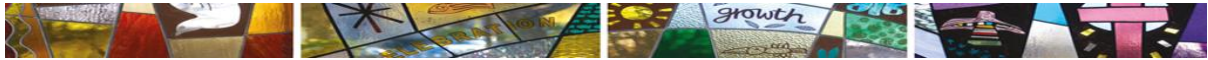
**Telephone: 01423 569684 Fax: 01423 521080**

**Headteacher – Mr Paul Griffiths. Belford Road, Harrogate, North Yorkshire, HG1 1JA**

**Email: [admin@stpeters.ycst.co.uk](mailto:admin@stpeters.ycst.co.uk) Website - <https://stpeters.ycst.co.uk>**

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## **Office /Manager**

**25-30 Hours per week over 4 or 5 days.**

**Grade E: FTE £23,893 (Pro rata)**

**Term time only plus one week**

We are looking to appoint an individual to undertake the role of Office Manager to provide consistency in the school office.

This key person will work closely with the Headteacher and the Business Manager and will proactively manage administration to aid with the smooth and effective running of the school.

We need a team member who can effectively manage and be part of a small team of support staff colleagues. The post holder will lead on a wide range of areas and be hands on in delivering administration functions.

The school is committed to safeguarding the welfare and safety of our children and the posts will be subject to an enhanced DBS check on appointment.

**The closing date for applications is 12.00pm, Monday 26 February 2024. Interviews will be held the week commencing Monday 8 March 2024.**

The interview process will include exercises to test your basic knowledge of excel, numeracy skills and the key responsibilities within the role.

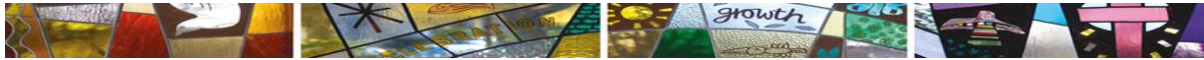
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## **Office Manager Job Description**

**Salary: Grade E**

### **Job Purpose**

To provide an effective administrative support service to the Headteacher and the School and to manage the school's reception and office. The post holder will have some responsibility for the supervision of administrative staff.

### **Job Context**

You will work within the busy environment of the school office managing the administration for the school. Providing an administrative, reprographics, and reception service, where excellent organisational skills are essential in order to handle the variety of tasks the need to be undertaken.

This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

### **Key Responsibilities**

#### **1.Operational issues**

- Collate information for statistical returns, including attendance and the completion of administrative forms including assistance with examination entries.
- Analyse and evaluate data and information and produce reports
- Deal with administration in relation to staff appointments, including advertisements, arrangement of interviews, standard correspondence and expenses etc.
- Deal with maintenance requests and oversee contractors where appropriate.
- Be responsible for confidential information e.g. policies, staff, pupils and parents records
- Produce documents for the school e.g., newsletters, brochures.
- Ensure the provision of administrative, clerical and secretarial duties e.g., typing, copying, diary management, using appropriate technology.
- Organise school trips, room bookings for meetings and arrange supply cover for teaching absences.
- Organise school lettings

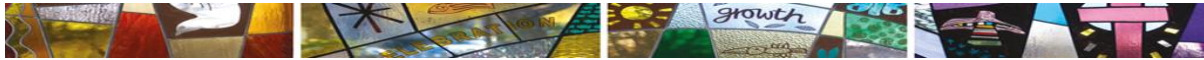
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### **2.Communication**

- Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.
- Remember and understand the procedures and legislation relating to confidentiality issues that apply to your job role.
- Liaise with parents, staff, pupils and external agencies as required
- Ensure the delivery of an efficient reception service

### **3.People/Resource Management**

- Attend staff meetings and training days and management team meetings by agreement with the Headteacher.
- Participate in the school's performance management scheme
- Participate in training and other learning activities
- Manage the day-to-day activities of the office and staff including the induction, training and allocation of work to other administration staff
- Monitor stock levels, order school resources, office materials, equipment and services and check incoming orders

### **4.Safeguarding**

- Maintain confidentiality as appropriate
- Adhere to data protection legislation
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and encounter, by knowing who to report your concerns to.
- Have an awareness and basic knowledge where appropriate of the most recent legislation.

### **5.Systems and Information**

- Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.
- Share information as appropriate—in writing, by telephone, electronically and in person.
- Maintain and update accurate computerised and manual records as appropriate

### **6.Data Protection**

- To comply with the school's policies and supporting documentation in relation to Information Governance this includes GDPR and Data Protection, Information Security and Confidentiality.

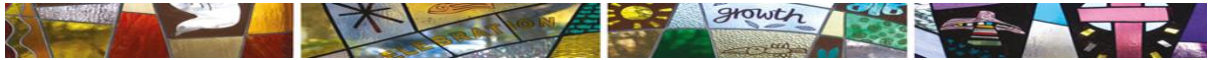
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### **7. Health and Safety**

- Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.

### **8. Equalities**

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Develop own and team members understanding of equality issues.

### **9. Flexibility**

- Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation.

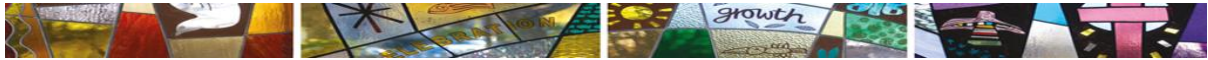
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**Office Manager  
 Person Specification**

Essential	Desirable
<p><b>Knowledge, qualifications and experience</b></p> <ul style="list-style-type: none"> <li>• Knowledge of child protection procedures and a commitment to safeguarding pupils</li> <li>• Knowledge of admin and office systems</li> <li>• Knowledge of health and safety regulations and procedures</li> <li>• Knowledge of school procedures</li> <li>• Experience of maintaining effective and accurate administrative systems</li> <li>• Experience in public or private sector administration</li> <li>• Literacy and Numeracy Qualification e.g., Level 2 qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of employment legislation</li> <li>• Procurement procedures</li> <li>• Appropriate first aid training</li> <li>• Experience of working in a school office environment</li> <li>• Knowledge and understanding of Arbor MIS</li> </ul>
<p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• High-level ICT Skills –including MS Office (Word and Excel) and effective use of a keyboard</li> <li>• Analytical skills–ability to gather and interpret complex information to use as the basis of decisions.</li> <li>• Ability to work in a busy office environment with a varied workload</li> <li>• Ability to make well informed decisions</li> <li>• Good organisational and time management skills</li> <li>• High levels of personal integrity including an ability to maintain confidentiality and high levels of attention to detail.</li> <li>• Problem Solving Skills</li> </ul>	
<p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• To be committed to the organisation's policies and ethos</li> <li>• Evidence of taking initiative and being self-motivated in a professional context</li> <li>• Ability to work well as part of a team</li> <li>• Ability to work under pressure and manage multiple deadlines</li> <li>• Have an openness to learning (CPD) and change</li> <li>• Excellent interpersonal skills with an ability to act as a supportive colleague and an effective ambassador for the school</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Flexible and committed</li> </ul>	

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