



Recruitment Pack

**Office Manager
Park Lane Academy
Required: ASAP**

**Actual Salary: £24,714 - £26,608 (Grade 6, SCP 18-22)
37 Hours, Term Time plus 10 days**

Dear Colleague,

Thank you for expressing an interest in this post.

We are seeking a dynamic and enthusiastic Office Manager to be responsible for managing, supporting, developing and guiding the Business Support team. You will ensure the provision of an efficient clerical and administrative service, providing confidential, personal and administrative functions. You will also undertake Line Management of the Administrative Team to ensure that all the Admin Team work together, efficiently and effectively to support the teaching and learning process.

Park Lane Academy is on an exciting journey, as part of the South Pennine Academies Trust, the improvements we have made over the last two years are significant and we are looking to continue this with your appointment to our team.

Staff, students and parents all agree Park Lane is a great place to work and learn.

Please see our website www.parklane.org.uk. And our social media pages to learn more about life at PLA.

If you would like to discuss the role in more detail or visit to see the academy in action, please contact Mr Stuart Hillary, Principal, on hillarys@parklane.org.uk.

If you are committed to improving the life chances of children and think that you are right for this position then we look forward to receiving and reading your application.

Best Wishes

Kash Rafiq

Executive Principal



Stuart Hillary

Principal





Joining South Pennine Academies

. **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression. Please visit the following link to view the South Pennine Academies CPD brochure - <https://www.southpennineacademies.org/Professional-Development-at-SPA/>

. **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.

. **Wellbeing Benefits** – Through our wellbeing provider, **Smart Clinic**, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.

. **Free Will Writing Service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.

. **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.

. **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies

Academy Overview

Park Lane is a vibrant and welcoming secondary academy. We are part of a highly successful and supportive Trust, enjoying the benefits of effective collaboration through working in partnership with the eleven academies and Huddersfield Horizon Scitt that make up the trust.

Based 3 miles out of Halifax Town Centre, in Exley; the academy buildings and grounds offer an exceptional modern learning environment and facilities, yet with the countryside literally on our doorstep meaning we can provide a wealth of additional curriculum enrichment opportunities for our students including DofE awards, sport clubs and fitness suite use for students.

We are an 11-16 mixed comprehensive academy with an increasingly positive reputation across Calderdale. Outcomes have improved steadily in recent years, with a fantastic curriculum in place, which offers real breadth and reflects the interests and ambitions of all students on our roll. We are proud to hold the Careers kitemark, for excellence in guidance and support for students. The majority of our learners stay in education post 16 at the further education colleges within Calderdale. As a small secondary school, we take pride in the fact that every member of staff knows every student well. We truly value the relationships we foster with every staff member, student and family. This gives us a real 'family' feel that permeates through every element of our work and is something that visitors to the academy often comment upon.

Our core values are at built into the foundations of all that we do; Pride Respect and Ambition. We are proud that we are fully inclusive, serving a diverse community. We recognise that in order to excel academically, students also need exceptional care, guidance and support throughout their secondary education. Our team

of dedicated staff work together with families, governors and the wider community to bring our values of Pride, Respect and Ambition to life, supporting students to develop the attitudes, knowledge and skills for future success.

As experienced and successful leaders, we are passionate about ensuring high-quality staff development leading to excellent teaching and pastoral support, positive relationships and the promotion of a culture that enables all to reach their potential, both students and staff. We passionately believe, as educators, we have the power and responsibility to inspire our students to be the best they can be to enable our learners to pursue their dreams and improve their life chances.



Sponsorship

In the October of 2018, Park Lane Academy joined in partnership with South Pennine Academies to raise levels of attainment and aspirations of all students. As sponsor, South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. **The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local schools.**

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all in Park Lane Academy.

The key to the Academy's success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students will show good manners, work hard and be honest at all times. They will learn, share and succeed together.

The Trust Vision

- To develop a group of closely partnered academies.
- To ensure all academies are world class centres of excellence for teaching, learning and progress.
- To ensure the trust plays a pivotal role in improving the life chances of students.
- To ensure that local solutions and partnerships meet local needs.
- To focus on school improvement with inclusion and diversity at the core.



Key Priorities

High Performing Staff

Targeted strategies are used to ensure teachers, support and business support staff have the capability and flexibility to deliver high quality educational opportunities and services. Highly effective professional development is essential for all staff. Working with Teaching Schools and local providers, ensures that staff needs are met, whilst maintaining a clear focus on local and national priorities. A highly productive, happy workforce is essential in sustained school improvement.

Successful students

Every student, in every phase needs a personalised approach. We ensure opportunities in response to individual needs and empower individuals to contribute to their communities and continue to learn throughout their lives. A rich curriculum is essential, providing opportunities that lead to highly engaged students, who are articulate and communicate effectively. Students who feel their contributions are valued, students who become highly effective members of society.

Engaged community

Nurturing and maintaining positive, valuable relationships between school staff, students, their families and the broader community leads to improved outcomes for students. Local community capacity is strengthened when it is built on trust, respect for others, common goals and high expectations for students' achievement. We are committed to engaging strategies to ensure our key priorities are not only met but exceeded wherever possible.

How will this support my development?

As a teacher, you will have opportunities to work alongside SLEs from the Trust and gain expert support from the best in Education. We also hold Trust-wide CPD sessions and have a shared resource iCloud system, to enable you to work with your colleagues across the MAT and gain their opinions on your strategies and resources, sharing effective ideas.

South Pennine Academies School Effectiveness Team offers coaching to both middle and senior leaders and we engage in Ambition Schools Leadership Programmes for those aspiring to further their careers.

THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post you should;

- Complete the application from our website fully, ensuring all details are accurate and all declarations are signed
- Please ensure you enclose two previous employers' professional referees, one being your current employer (with email addresses if possible). Do not enclose additional CVs
- Ensure you fully complete the personal statement section of the form, this should be no longer than the allocated space of two sides in the application form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of this academy
- Submit your application electronically by **midnight on 8th June 2023 on My New Term.**

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced disclosure and barring service check and the Academy's safer recruitment policy and procedures.

Scale: Grade 6**Contract:**

Permanent Contract

37 hours per week, Monday to Friday

Term time + 10

Responsible for: Administrative Team

Purpose of the post

To be responsible for managing, supporting, developing and guiding the business support team. To ensure the provision of an efficient, clerical and administrative service providing confidential, personal and administrative functions.

To undertake Line Management of the Administrative Team to ensure that all the admin team work together, efficiently and effectively to support the teaching and learning process.

Key Areas

- Office Management
- Management Systems
- Administration
- Human Resources
- General

Office Management

- To manage the academy office ensuring a positive image of the academy in dealings with parents, visitors and outside agencies.
- Manage an efficient reception service including managing the rotas for reception and office cover when the academy is open.
- To support the Academy Business Manager by taking responsibility for day-to-day site issues and liaising with Mitie caretakers.
- Produce academy letters, newsletters and other communications as required which upholds and reflects the philosophy of the academy.
- To support the Academy Business Manager to ensure that the GDPR policy is adhered to and staff work in accordance with the regulations.
- To assist the PA with the EVC as and when required.
- Provide administrative support for parents evening.
- To use desktop publishing skills in the preparation of school documents, plans and policies, prospectuses, school displays, open / parents' evenings.
- Word-process a range of documentation and correspondence (including those of a confidential nature).
- To act as first aider and to ensure first aid training is up to date and relevant supplies are available.
- Support the IT manager with the school's website ensuring it is compliant with latest guidelines.

- Ensure reprographics and printing facilities are meeting the needs of academy staff, in line with trust procedures.

Reception

- Manage and provide an efficient reception service dealing with visitors and telephone callers to the school and including liaising with parents and external agencies.
- Ensure the reception area is welcoming, clean and tidy, creating a positive impression for academy visitors and guests.
- Operate a visitor recording system, ensuring compliancy with all related Trust policies.
- Ensure all safeguarding checks are carried out on all visitors, in line with policy.
- Ensure latest academy publications are displayed, provided and distributed as required, to uphold the academy marketing strategy.

Management Systems

- To manage and ensure that academy information systems are up to date and effective.
- To be responsible for ensuring administrative staff mandatory training.
- To ensure that manual and computer systems are monitored, and problems are attended to promptly.
- To ensure relevant data and information is inputted and extracted as appropriate/required.
- To develop information systems and improve and maintain existing systems.
- To act as system manager for the SIMs system, ensuring staff have relevant access to the system.
- To provide training to others as required in the use of information systems.
- Oversight of the office email account and incoming external communication lines.

Administration

- Responsible for all SIMS and Administration end of year procedures, including setting up the new academic year, pastoral structure, class lists, archiving.
- Responsible for the preparation and maintenance of both manual and computerised student records including admission, academy meals and pastoral structure in SIMS.
- Create and run reports in SIMS as directed by relevant members of staff.
- Responsible for dealing with admissions – normal and year round.
- Liaise with other schools/academies regarding transfer of students and prepare and maintain appropriate electronic files and documentation relating to transfer.
- Responsible for the signing in system and franking machine.
- Manage a variety of budgets such as the stationery budget for the administrative team.
- Ensure safe disposal of records in line with the trust's procedures.

Human Resources

- Oversight of staff records on SIMS as required.
- Provide administrative support for recruitment, ensuring safer recruitment procedures are followed.
- Support planning of cover where required for absent staff, ensuring all safeguarding checks are in place.
- Complete monthly trust reports where required.

- Update staff notice boards as required.
- Conduct regular line management meetings, focussing on supporting colleagues, whilst working towards the schools' long term aims.
- To attend and lead team meetings, completing actions as required by the Principal.

General

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.
- Assisting PA to the Principal with hospitality and catering.
- The post holder's duties must always be carried out in compliance with the Academy's Equal Opportunities Policy and other policies designed to protect employees from harassment.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Co-operate with management of the Academy as far as is necessary to enable the responsibilities placed upon the Academy under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards employees. The post holder should also counteract such practice or behaviour by challenging or reporting it.

Generic Support Staff Requirements

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community.
- Adhere to the principles expressed in the aims of the Academy.
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- To contribute to the development of the academy attendance strategy.
- Be a positive, collaborative team member.
- Apply Academy policies in all aspects of the role.
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post.

Arrangements for Appraisal of Performance

To be appraised, supported and line managed by the Academy Business Manager.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Signed by:

Postholder: _____

Principal: _____

PERSON SPECIFICATION**OFFICE MANAGER****GRADE: 6**

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of undertaking administrative duties in an office environment.	Application Form/Selection Process	A
		1.2	Experience of word processing, spreadsheets and other computer based information systems.	Application Form/Selection Process	A
		1.3	Previous experience of working in a school environment.	Application Form/Selection Process	B
		1.4	Previous experience of using SIMS (School Information Management System)	Application Form/Selection Process	B
		1.5	Supervisory/management experience to include staff development.	Application Form/Selection Process	A
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Relevant level 4 qualification in Business/Administration or equivalent.	Application Form/Selection Process	A
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Approved First Aid at Work Certificate.	Application Form/Selection Process	B
		3.2	Understanding of and commitment to Equal Opportunities Policy in a school setting and how it relates to the duties of the post.	Selection Process	A
		3.3	Knowledge of Health and Safety and security issues.	Application Form/Selection Process	A
		3.4	Understanding of and need to ensure high levels of customer care.	Selection Process	A
		3.4	Appreciation of the need to maintain strictest confidentiality about all matters concerning school and adhere to Data Protection Guidelines.	Selection Process	A
		3.5		Selection Process	A

			Displays commitment to the protection and safeguarding of children and young people	Selection Process	
	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Ability to produce documents and reports using computerised word processing packages.	Application Form/Selection Process	A
		4.2	Excellent communication and interpersonal skills	Application Form/Selection Process	A
		4.3	Ability to work on own initiative and lead a team.	Application Form/Selection Process	A
		4.4	Ability to communicate effectively, sympathetically and confidentially at all levels with colleagues, students and visitors to the school.	Selection Process	A
		4.5	Ability to produce accurate work whilst working to tight deadlines.		A
		4.6	Able to demonstrate abilities which will help market the Academy.	Application Form/Selection Process	B
				Application Form/Selection Process	
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing personal training and development.	Selection Process	A
		5.2	Ability to adapt and be flexible to the needs of the school.	Selection Process	A
		5.3	Ability to remain calm in a crisis,	Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in

our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.