



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM

Office Manager Recruitment Pack



Welcome to Future Academies

Dear Applicant,

I am delighted to announce that Ashtree Primary School and Nursery will be joining the Future Academies family of schools in January 2025. We are seeking to appoint an experienced Office Manager to lead the school office function and become the face of the school.

The Office Manager will be responsible for ensuring that the school office runs smoothly and effectively whilst undertaking line management responsibility for the office administrator and breakfast club team.

For further information regarding Ashtree Primary School, please visit the school [website](#)

Future Academies is a flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. Future Academies currently comprises nine schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

All Schools offer extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be. This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience, and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, or you would like to arrange a pre-application tour of the school, please do not hesitate to contact me via email at xxx

Maria Janes
Headteacher

JOB DESCRIPTION

JOB TITLE:	Office Manager
RESPONSIBLE TO:	Headteacher
HOURS:	37 hours per week, term time plus 2
SALARY:	Scale 6, points 18 – 22 (£29,269 - £31,364) <i>Actual salary based on term time plus 2 additional weeks (INSET days plus one further week during the school holidays)</i> <i>(£25,376 - £27,192)</i>

Starting salary to be confirmed upon appointment, subject to experience.

PLACE OF WORK:	Ashtree Primary School and Nursery
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance.
STAFF BENEFITS:	Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits: <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Cycle to work scheme.• Employee Assistance Programme.• Eye Care Voucher scheme.• Car Benefit Scheme• 2-week October half term

PROBATION PERIOD: The post holder will be required to complete a 6-month probation period

PURPOSE OF THE ROLE

To be responsible for the smooth running the school office. To provide an efficient and effective administrative service to the school and the community, acting as a friendly first point of call to all children, parents, visitors and other stakeholders.

To undertake the line management of the Office Administrator and Breakfast Club team.

Key responsibilities

The Office Manager is responsible for the oversight of the school's administrative functions. This will include but will not be limited to:

- Line management of the school's administrative staff where applicable
- Management of all administrative functions, to include:
 - Email and diary management
 - Admin support to the Principal
 - MIS Systems
 - Attendance
 - Admissions
 - Health and Safety
 - Data Protection
 - Finance

Administrative support

- Diary management including the scheduling, organising and arranging of meetings and other commitments.
- Develop and maintain an effective and efficient office management system.
- Produce reports, letters and presentations on various software packages from dictation, notes or draft correspondence where appropriate.
- Screen and coordinate all correspondence and handle enquiries with total discretion, ensuring that urgent matters are dealt with immediately.
- Liaise with internal and external organisation contacts.
- Liaising in a professional manner with colleagues and ensuring flexibility around diary commitments.
- Responsible for meeting arrangements, including preparation of papers, drafting minutes and agendas.
- Host visitors to the school, ensuring guests are escorted appropriately on their way in and out, providing refreshments and catering as appropriate.
- Oversee and organise the admissions process in line with the Trust Admissions Policy and in liaison with Hertfordshire County Council
- Oversee pupil attendance processes ensuring compliance with Safeguarding
- Support with the induction of new pupils
- Maintain the HR Information system to ensure that staff records are kept up to date.
- Support the Headteacher with payroll processing by ensuring that changes are made in the HRIS and overtime and additional hours are input in a timely manner.
- Support the Headteacher with recruitment and induction of new staff.
- Maintain an up-to-date SCR, particularly focusing on day-to-day supply bookings and contractors.
- Maintain the schools MIS system to ensure that all pupil data is up to date and Census compliant
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.

Health and Safety

Act as the schools Health and safety contact, liaising with the Trust Health and Safety Manager on:

- Health and safety Audits
- Risk assessments
- Medical needs and storage of medication
- school trips/events, in cooperation with other staff. To ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments

Site Management

- Liaise with the Trusts Site Team regarding the school site, ensuring that works are schedule in accordance with the needs of the school.
- Liaise with the Trusts Site Team with regards to lettings and the use of the school premises

Finance and Procurement

- To be responsible for day-to-day finance processes such as trips, orders etc.
- To provide financial information to the Trusts Finance team as and when required.
- To ensure that the local school supplier contracts and risk registers are kept up to date
- To be the local point of contact for all suppliers to the school.

Deputy Designated Safeguarding Lead

As DDSL you will support the DSL with the following:

- Ensuring all pupils know how to report concerns to a member of staff
- Ensure risk assessments are in place, understood and regularly evaluated.
- Support the DSL to manage concerns raised on the schools safeguarding system
- Support the DSL with referrals
- To support the DSL to ensure that there is an accurate record of referrals
- Attend meetings where necessary
- To work with other senior leaders in their positions to ensure safeguarding is effective across the school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks but sets out the main expectations of the Trust in relation to the potholder's responsibilities and duties at this time.

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> Academic qualification in the relevant subject (DSL training) or willingness to achieve Minimum of 5 GCSEs, including maths and English at Grade 4 or above (or equivalent) Evidence of continuous professional development Role relevant qualification 	
EXPERIENCE	<ul style="list-style-type: none"> Successful demonstrable experience of working in a similar role Excellent written and verbal communication Experience of dealing with a range of employee queries/concerns in a professional manner Experience of working in a school-based role Experience of building positive relationships with key stakeholders Experience of line management and performance management 	<ul style="list-style-type: none"> Experience of working in a HR role in a school/education setting for at least 2 years. Experience of using HR systems Experience of using a MIS (Bromcom) Experience as a DDSL.
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Highly organised and adaptable, responding to changing requirements. Excellent IT skills and use of Microsoft and other software Strong interpersonal skills Ability to work to own initiative with a proactive approach. Ability to provide a first point of contact service for visitors, staff and pupils. Flexibility and adaptability; an ability to multitask Ability to enthuse and develop both individuals and teams. 	<ul style="list-style-type: none"> Knowledge of employment law Knowledge of child protection and safeguarding Ability to organise, lead and motivate staff. Excellent attention to detail
OTHER REQUIREMENTS	<ul style="list-style-type: none"> The ability to remain discrete when privy to confidential information Commitment to safeguarding and promoting the welfare of children and young people Willingness to undertake further training Have a willingness to demonstrate commitment to the Future Academies values and behaviours. Committed to Equality, Diversity & Inclusion 	

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com/schoolrecruiter)

Applicants should complete the online application form via Eteach. Applicants should also complete the 'Supporting Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **9am on Monday 4th November**. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post on 1st January 2025 or earlier.

5. Additional information

For further information please email HRenquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.