

Job Role: Office Manager

Closing Date: Monday 15th April 2024, 9:00am

Salary: NJC Grade G, points 20 to 25, £30,296 to £33,945

Contract type: Permanent, Full-Time 36 hours p/wk, 8am to 4pm
(Term time only plus additional days will also be considered)

Start Date: As soon as possible

Interviews: w/c Monday 15th April 2024

Dear Prospective Applicant

It is with great pleasure that I introduce you to Greenbank High School, a high achieving, all girls academy.

Would you like to join a well-established and successful team in a consistently high performing, oversubscribed, 11-16 school that focuses on each child as an individual whilst fostering a sense of belonging to a rich and diverse community? Greenbank High School is committed to supporting every child to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern British society.

As a school and a member of Southport Learning Trust we are determined to **inspire** our students through learning both inside and outside the classroom, **care** for individual pastoral needs and **achieve** the highest academic standards.

We are seeking to appoint a bright, proactive colleague to manage our Administration Team as soon as possible to ensure the smooth and efficient administration function of the school office. Reporting to the Headteacher the Office Manager will assume a broad range of responsibilities.

It is a highly technologically forward-looking role, requiring a high level of independence as well as excellent teamwork. It is essential that the person for this role is super organised, admin savvy, excellent at multi-tasking, works flexibly, and has a 'can do' attitude. You will liaise with a range of stakeholders including staff, students, parents, governors, and members of the local community. The person must have an enthusiasm to strive for operational excellence through the development and coordination of activities. It is a fast-paced job where no two days are the same.

If you have strong administrative, marketing and customer service skills, are adaptable and willing to work hard we'd love to hear from you. Experience of working in a similar setting is desirable but not essential. A team player with the ability to work under pressure will get the best out of the role.

I am very proud of the school, its pupils, staff and governors. We are a dynamic learning community built on traditional values. Education at Greenbank provides much more than exam excellence. It aims to develop and nurture all students to take their place as caring and confident young women in the outside world.

Headteacher Ms Davina Aspinall BSc (Hons) NPQH

Greenbank High School Hastings Road, Southport PR8 2LT

T 01704 567591 **E** enquiries@greenbankhigh.co.uk **W** www.greenbankhigh.co.uk

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Registered Address — Mornington Road, Southport PR9 0TT

We have a strong safeguarding culture and will expect you to share this commitment.

We look forward to receiving your application.

D. Aspinall

Davina Aspinall
Headteacher



Further information can be found on our website www.greenbankhigh.co.uk where you can learn more about the school and download an application form.

Completed application forms should be emailed to recruitment@greenbankhigh.co.uk

For any enquiries please contact recruitment@greenbankhigh.co.uk or telephone 01704 567591 and speak to Mrs Murphy.

Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.



Headteacher

D. Aspinall BSc (Hons) NPQH

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Office Manager – Job Description

Responsible To: The Headteacher

Responsible For: The Office Manager is responsible for the daily management, administration and delivery of all operations in the school/site in order to ensure that they are accomplished in an effective and efficient manner, using tact and diplomacy, maintaining confidentiality and within policy/procedural guidelines.

Salary: NJC Grade G, points 20 to 25, £30,296 to £33,945

Contracted Hours: Full time - 36 hours per week

Key Duties and Responsibilities:

- To ensure the smooth day to day management of the Administration Team
- To develop a customer services culture within the team, which exceeds customer / stakeholder expectations
- To line manage the Administration Team to support the school including delegating and allocated workloads as needed, provide assistance and support to the Administration Team in order to enhance their development
- Develop a strong understanding of all administrative processes to effectively line lead the administrators and develop ongoing efficiencies across the school, including updating and maintaining relevant handbooks and guides and the school's prospectus
- To develop and maintain accurate information within the school's data management systems (Arbor, MS Teams, SharePoint) and other electronic/manual filing systems
- To be responsible for the preparation and submission of relevant DfE returns including the termly School Census return
- To work closely with relevant members of the Senior Leadership Team to ensure that administrative tasks relating to whole school calendar are carried out in an efficient and timely manner

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- To ensure that confidentiality within the team is maintained and that direct reports understand the scope of data protection legislation/ GDPR in the workplace
- Manage and coordinate comprehensive administration support and accurate record keeping across daily attendance, admissions, communications, student data, digital devices, FSM, pupil premium, cashless payments, biometrics, immunisations, locker keys, post, student photos, front of house, reprographics, stock and supplies, lost property, and trips
- Coordinate and manage a series of school events including: year 6 summer school, open days, community fairs, careers events, primary visits
- Working under the guidance of the senior leadership team in the administration of the marketing strategy. Monitor and approve communications, ensuring consistency with our house style and brand guidelines
- Undertake and implement recruitment, induction, appraisal, training, coaching and mentoring of administrative staff, and rigorous performance management which ensures top quality performance from the administrative team including apprenticeship opportunities
- To work closely with other members of the wider support staff team to support the smooth running of the school
- Covering staff absences, when necessary, as part of a trained Administrative Team with the ability to undertake other administrative roles at the levels required to carry out those duties
- Contribute towards the wider school objectives and improvements
- To participate in appropriate staff training
- To carry out any other duties of a similar nature which are commensurate with the role
- Other reasonable duties as required by your line manager

Support for the School

Be aware of and comply with school 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 to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school ethos, aims and development/improvement plan.

Work as part of a team, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities, including performance management as required.

Note This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

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General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All staff are to deal with all student data in the strictest confidence. Any member of staff in breach of this confidentiality will be subject to disciplinary procedures being invoked.

The post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure in order to be appointed to the post. In this respect, a criminal record check will be undertaken prior to confirmation of appointment.

This job description is subject to change with the agreement of the post holder.

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Office Manager – Person Specification

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment
<u>QUALIFICATIONS / TRAINING</u> A good level of education including English and Maths GCSE [A* to C/4 - 9] NVQ Level 3 in Administration or equivalent qualification or experience	E E	AF AF + I
<u>EXPERIENCE</u> Experience of management of clerical/administrative/financial work Successful line management experience of a team, including performance management Knowledge of relevant policies/codes of practice and an awareness of relevant legislation Basic awareness of inclusion, especially within a school setting	D D D E	AF + I AF + I AF + I
<u>SKILLS / KNOWLEDGE / APTITUDE</u> Excellent communication and organisational skills Ability to work hard under pressure while maintaining a positive, professional attitude Ability to organise and prioritise workload and work on own initiative Excellent personal, oral and written presentation skills Diary and Events Management Successful administrative or clerical experience, ideally in an educational environment Successful experience of working with general public, young people and colleagues The ability to work to agreed quality levels and service standards	E E E E D E E E	AF + I
<u>TEAM WORKING</u> Willingness to make a positive contribution to the wider life and ethos of the School Ability to develop effective professional relationships with colleagues, students and parents Demonstrate an non-judgemental approach to values, views and needs of others	E E E	AF + I AF + I AF + I

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<u>ORGANISATIONAL AWARENESS</u> Keep up-to-date on changes/new developments in own and other areas of the schools activities and their impact on the schools performance	E	AF + I
<u>ADAPTABILITY</u> Supports the change process, remaining positive during times of change Willingly co-operates with others and highlights potential problems in a positive and supportive way	E E	AF + I AF + I
<u>USE OF TECHNOLOGY</u> A strong working knowledge of Microsoft 365 software, including Excel and Word Experience of MIS – Arbor/SIMS Is able to share skills and knowledge with colleagues and has a willingness to remain proficient as the technological needs of the school change	E D E	AF + I AF + I AF + I
<u>PROFESSIONAL VALUES AND PRACTICE</u> Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration Ability to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice Ability to improve own practice through observations, evaluation and discussion with colleagues Possess integrity, optimism, resilience, calmness and a sense of proportion The ability to display a calm, tactful and responsible attitude Flexible approach and the ability to adapt to change within the working environment	E E E E E E	AF + I AF + I AF + I AF + I AF + I AF + I
<u>SPECIAL REQUIREMENTS</u> Requirement to complete Support Staff Induction Programme Undertake training, as appropriate	E	I

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Application & Interview Process

Application forms must be received by **9:00am, Monday 15th April 2024.**

Interviews will take place week commencing Monday 15th April 2024.

Applicants are welcome to visit the school before submitting their application. If you would like to do this please contact Diane Murphy, HR Officer, via recruitment@greenbankhigh.co.uk 01704 567591 ext 124.

Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.

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