

INSPIRE

INCLUDE

INTEGRITY

EXCEED



Recruitment Pack – Office Manager

Sandringham Primary School



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

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Exceed Learning Partnership

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A message from the CEO...

Dear Applicant,

Thank you for taking an interest in developing your career with Exceed Learning Partnership.

As a trust, we are passionate about improving the life chances of the children and families we serve.

When any of us choose to work in education, I think we do so for three major reasons; we want to make a difference and inspire others; we want to pass on our enthusiasm for learning to the next generation; and we believe that a good education is the greatest means of helping establish a fairer society where everyone has the opportunity to make the most of their lives.

When we created Exceed Learning Partnership in April 2017, we did so in order to improve the life chances of pupils in and around Doncaster - particularly the most disadvantaged pupils.

Having grown out of Edlington, the academies within the Trust have demonstrated that with the right provision, support and highest aspirations - all pupils can and will succeed. This is the ultimate goal within our Trust - making sure all our academies are exceptional places of learning where everyone is able to thrive.

In our Trust, we believe that colleagues need the freedom to develop and perform to the highest standards - dovetailed with leadership and support that comes from an organisation that is passionate about removing any barriers to outstanding teaching and learning.

We are delighted to welcome colleagues who share in our vision to help our academies to thrive. We support our staff in their learning, with the latest research and innovation, as well as contribute to their growth by sharing our experiences. All of us within Exceed Learning Partnership continue to grow our expertise so that we can make a difference to the lives of our pupils.

We look forward to meeting with you and warmly welcome you to visit our Trust and all our academies to find out more about the role and the difference you can make!

Beryce Nixon OBE
Chief Executive Officer
and National Leader of Education



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Our Ethos



Every Child

The amount of time that a child spends in education is finite. We are responsible for making sure that that every moment that a child spends in an Exceed school is productive. Once wasted, it cannot be given back



Every Chance

Every child will have the opportunities to build the confidence, skills and qualifications to succeed as they make their way towards a fulfilling and prosperous adulthood.



Every Day

Children within our Trust will always be the main priority, with personalised learning as the starting point of making 'Help Children Achieve More' a reality.



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Our Vision

To equip young people with the knowledge, skills and mind-set to thrive and then take on the world!

We will achieve our vision by:

Every child developing

- a greater understanding of themselves as a learner
- Recognition of what their strengths are
- How they can share their strengths with others
- An understanding of what steps they need to undertake for their continual learning journey

Pupils will be encouraged and inspired to believe in themselves, build dreams and aspirations and strive to achieve these.

At Exceed Learning Partnership we believe in social justice through exceptional schools, creating and sustaining the best schools in which to learn and work by pursuing social justice for all.

Every child will be given the same opportunity to succeed, whatever his or her prior attainment.

A key feature of the Exceed Learning Partnership will be a learning curriculum which builds the characteristics of Learning across all schools within the trust.

This will focus on our learning philosophy skills:

Resilience

Motivation

Collaboration

Creativity

Investigation

Teamwork

Evaluation



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Our Values

INSPIRE

Embodied in the Trust motto, "Every Child, Every Chance, Every Day", all members of our organisation aim for excellence in their individual professional roles, in our innovative, evidence-based practice and in our pupils so that we can all fulfil our potential in whatever we aspire to do or be!

INCLUDE

At Exceed Learning partnership we are concerned with achieving equitable, diverse and quality education for all pupils. Social justice includes a vision of society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure.

INTEGRITY

We respect the individuality of our academies and their communities and always act with integrity. By allowing high levels of autonomy wherever possible, we are able to nurture personalised learning approaches and focus on developing holistic people.

EXCEED

Excellence and enjoyment should be an entitlement for all children and adults working in our Trust. We are developing cutting-edge, research-informed and highly engaging pedagogies that ensure high levels of progress and rapid development of staff; leading to the highest levels of achievement for all!



Our Aims



SO1. Outstanding Professionals

- To develop winning teams of Governors, leaders, staff and other stakeholders who are forward thinking, highly skilled, open, hardworking and determined to enable success for others



SO2. Innovative Systems Enabling Creative Schools

- To create innovative and sustainable schools that are creative, vibrant, safe, compliant, financially healthy, well resourced and exceptionally well governed and led



SO3. Strong Partnerships and Communities

- To work closely with our local communities and parents to secure the best outcomes and opportunities for our learners.
- To develop a network of partnerships across all our academies, our local area and across the country which are powerful in supporting the development of all.



SO4. Exceptional Learners

- To develop learners who are highly successful with attributes, skills and qualifications for a fulfilling life.
- To ensure all our learners have a high quality school experience and enjoy an abundance of opportunities.



People Vision

We create exceptional, inclusive and enjoyable places to work

We are passionate about our purpose and inspire each other to deliver high performance

We act with integrity and our values drive our behaviors and decision-making

We strive to exceed in all we do and learn from every opportunity

...to deliver on our motto

*Every **Child***
*Every **Chance***
*Every **Day***



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

A Message for the Candidate...

Letter from the Principal

Dear Applicant

Thank you for your interest in the position of Office Manager at Sandringham Primary School.

Sandringham Primary School is a Primary Academy and we have 430 pupils on roll. Our age range is 3-11 years inclusive and we have a 52-place nurse.

We value every pupil's wellbeing and aim to give every pupil an opportunity to reach their potential, with the help of a very dedicated team of staff, governors, directors and parents. Our aim is that when our children leave Sandringham they will have experienced a full, rich, broad and balanced curriculum and fair opportunities to reach their full potential. This should be the case whatever their starting point, needs or social/economic situation. This will reflect pupils' personal interests and talents, and will allow them to enter an ever-changing world feeling prepared and excited.

At Sandringham Primary School we strive to appoint highly-motivated individuals who can take the Academy forward and ensure that we can deliver our vision and ethos.

We foster a positive climate and strive for all staff at our Academy to develop and pursue a successful career. In order to achieve this, we put the maximum amount of effort into creating the very best professional development opportunities.

This role is an exciting opportunity for someone who wishes to pursue promotion or a place within our Business and Operations Team. We are seeking applicants who are innovative and proactive and who would relish the opportunity to contribute to our ever evolving, effective and supportive Business and Operations Team. We have a very experienced Executive Business Manager who will provide training and support.

I hope that this will inspire you to apply for this unique opportunity and I look forward to receiving your completed application. Once again, thank you for your interest in our position.

Chris Metcalfe

Principal

Sandringham Primary School



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Job Description

Exceed Learning Partnership is a multi-academy sponsor, specialising in the development of Innovative Education which sets high standards and gives pupils access to opportunities through excellent teaching and inspirational leadership.

ELP academies are at the heart of their communities and community learning, and work with local authorities, employers and high-performing educational institutions

Job Title	Office Manager
Job Grade	Grade 7 Point 12 to 20
Working Hours	37 hours per week term time plus 5 additional days
Contract Type	Permanent
Annual Salary	£ 26421 to £30,296 (Pay award pending) Actual salary £23171 to £26570
Responsible to:	Principal and Executive Business Manager

Purpose of the job

To ensure the smooth running of all aspects of the administration of the school, organisation of office procedures.
To deputise in the absence of the Executive Business Manager

All staff must uphold the standards of personal and professional conduct at all times. Staff must maintain appropriate professional boundaries and respect the unique position of trust as member of the Academy team at all times.



Job Description

General Responsibilities

- Model our Trusts core values of Inspire, Include, Integrity, Exceed and uphold the overall vision, mission and ethos of Exceed Learning Partnership
 - Recognise your own strengths and areas of expertise and use these to inspire and support others.
 - Promote teamwork, working in partnership to ensure effective working relations.
 - Treat all users of the Academies within the Trust with courtesy and consideration.
 - Be aware and comply with equal opportunities and all Trust policies, at all times.
 - To assist with the development of policies and procedures as may be required outside your own remit of role.
 - To maintain a presence in local and national professional networks and through these, and other means, ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.
 - To produce and respond to complex correspondence from stakeholders and external agencies.
 - To participate in training and other learning activities and performance appraisal as required.
 - To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
 - Other duties commensurate with the nature of the post as directed by the Line Manager
- The duties and responsibilities highlighted in this job specification are indicative and may vary over time.

Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



Job Description

1 Main Duties

- Lead, manage and monitor the general day to day running of the office ensuring its efficiency at all times and high performance for all personnel
- Lead and organise all office systems, including deployment of administration assistants
- Delegate and co-ordinate incoming workload to the administration team
- Ensure that a warm, professional welcome is provided to all visitors to the school and all security safeguarding and health and safety requirements are met
- Manage bulk reprographics requests to support all staff
- Ensuring effective, high quality communication systems are in place
- Oversee the administration of the school website
- Dealing with queries from parents and visitors and contacting parents in relation to any issues, ensuring that requests are followed up in a timely manner and comply with Data Protection/GDPR regulations
- Ensuring School Policies are updated in line with Data Protection and GDPR compliance
- Managing the administration budget and the ordering of office resources
- Produce confidential correspondence on behalf of the Principal and Leadership Team
- To undertake the role of the Business Manager in their absence
- Disseminate timely management information to all staff as appropriate
- To constantly review the working processes of the business function and working methods to improve in line with advances in technology and moving the school business function forward
- Distribution of parent communications and analysing the responses
- To supervise the work of the Office team and support with training
- Handling Reception matters and dealing with messages/telephone enquiries/emails
- To work as part of a highly efficient and effective team, supporting and positively inspiring confidence amongst colleagues
- Follow the same discipline guidelines with pupils as practiced throughout the School
- Support the Business Manager in keeping the training log up to date for all staff and informing the Business Manager when any training needs renewing
- Report illness or accident of pupils to parents

2 Support for the Principal

- PA and diary management to the Principal
- Typing of confidential letters, minutes and documents
- Dealing with issues concerning pupils and staff in a confidential manner
- Conveying confidential messages to the Principal
- Arranging meetings and hospitality needs for the Principal and Leadership Team



Job Description

3 Support for the Executive Business Manager

- Attend meetings with and on behalf of the Business Manager
- Report on the work on the administration team to the Business Manager
- Support the work of the Business Manager as required
- Manage Governance Records with the Business Manager as and when required
- Support with the health and safety systems in the school and manage health and safety, and compliance in their absence.
- Support with staff recruitment and Induction procedures

4 Finance

- Assist the Business Manager in preparation of the annual accounts for income and expenditure
- Support the Business Manager with producing financial returns to the Trust, Governing Board, Audit and other agencies within the statutory deadlines
- Liaising through the Business Manager with all external agencies on all issues financial
- Ensure policies and procedures are followed throughout the year to assist with the yearend close down
- Monitor budgets in relation to purchasing to identify possible overspends and report to Business Manager
- Work with Business Manager when required to prepare for audit inspections, submit accurate records for analysis and be prepared to discuss and explain all entries
- Assist in maintaining all banking entry's and update where necessary
- To undertake responsibility for the day to day administration of the school's financial administration including: - ordering of goods/receiving goods/banking income/liase with insurers regarding claims as required
- Ensure invoices are paid within the 30-day payment period
- Ensure orders are processed and invoices scanned in a timely manner

5 Procurement

- Responsible for the day to day school procurement
- Research and comparison of procurement ensuring value for money
- Monitor the best value purchase for all supplies and services to ensure the effective use of resources
- Where appropriate to prepare tenders to register on local government sites and to then prepare any bids for governors' consideration
- To adhere to procurement regulations and provide advice to the Governors and SLT with regard to procurement of services



Job Description

6 Attendance, Administrative, Pupil Records and Data

- Manage the School's Management Information System (MIS), ensuring all pupil records are accurate and kept up to date
- Manage SAMS System – Admissions System from Local Authority for new annual starters and on a weekly basis for new children allocated to school
- Liaise with parents concerning start dates and with staff regarding pre visits to homes.
- Year End Procedures – Create new academic year. New classes and prepare new classes ready for the next school year
- Advising the Business Manager of pupil numbers on a regular basis
- Ensuring annual data collection forms are completed and MIS updated
- Ensuring annual GDPR forms are sent to parents and MIS updated
- School Census returns
- Completion of forms for LA to ensure we receive EYPP and 2-year-old funding – every term.
- Checking 30-hour funding – 30-hour codes and eligibility of codes for Nursery children on the SAMs System
- CTF files uploading when child moves to new school and downloading when child comes to us
- Transfer of pupil records
- Liaison with external agencies
- Manage pupil attendance and support with compiling records for Principal/SLT/Governors
- Contacting parents in relation to attendance. Working closely with the attendance lead to manage attendance and to provide support
- Completing CMEs and reporting to Local Authority on My School when we have admission to roll and deletion from roll
- Manage pupil exclusions under the guidance from the principal Trust Policy and compile records for Governors
- Processing of letters and information to Staff, Parents, Governors and others as required
- To process holiday applications from parents and all aspects of fixed penalty notices
- Signing pupils in and out and completing late register

7 Staffing and Personnel

- To liaise with all staff regarding sickness and recording information onto the HR portal and MIS
- To liaise with all staff regarding leave of absence and recording information onto the HR portal and MIS
- To request sickness certificates and forward to the Business Manager
- To generate reports on staff absence as requested and termly for the Business Manager
- Checking of additional hours' time sheets where appropriate and forward to the Business Manager
- Carry out online DBS checks for new staff, governors and anyone involved in regulated activity within the academy as directed by the Business Manager along with all other checks required
- Manage input to the Single Central Record



Job Description

8 Health and Safety

- Support the Business Manager with Parago and the entering of equipment into the asset register
- Support the Business Manager in monitoring compliance checks
- Support the Business Manager with all Health and Safety paperwork

9 Marketing and Publicity

- Collate information for newsletters and publications such as brochures, information sheets, booklets, information to parents
- Update academy website
- Updating all staff handbooks
- Fundraising Coordinator for the Academy

10 GDPR

- To be responsible for reviewing school statutory policies on an annual basis, researching changes in legislations and ensuring that policies are fit for purpose in the school
- To liaise with teaching staff in the amendment and production of policies
- In line with reviewing policies, support the Business Manager in ensuring the school is GDPR compliant
- Ensure all policies and procedures are followed

11 Performance Management and Professional Development

- Carry out Performance Management procedures for Administration Staff
- Work towards key targets set for your own development
- Take part in professional development and training opportunities relevant to all staff and your role.

12 Safeguarding and Child Protection Procedures

- It is the responsibility all members of staff to follow the correct safeguarding procedures in the academy All staff have a duty to attend child protection training every three years
- All staff have a duty to read and follow the safeguarding policies in the academy
- All staff have a duty to report any concerns about a child or potential breach of safeguarding procedures by an adult to the designated person for Child Protection which is the Principal
- Support the Business Manager, Principal/DSL and SLT in managing the responsibilities for Child Protection within the academy

13 Equal opportunities

- To ensure that all pupils are respected and treated equally at all times
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures



Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

Education Qualifications and vocational training	Criteria	Essential or Desirable
	Minimum GCSE (or equivalent) Maths and English at grade A-C	Essential
	Relevant professional qualifications and experience that relate to the post	Desirable
	Degree-level or equivalent professional qualification or minimum three-years' experience as an Administration Assistant with evidence of continual professional development that demonstrate the ability to work at the required level	Desirable
Relevant Experience	Experience of sound financial management and budget	Essential
	Experience of school/ public sector finances/ resources management information systems e.g. SIMS/ HCSS	Essential
	Experience of running an administrative department and/ or section	Essential
	Knowledge and experience of a variety of financial management systems and processes and procedures i.e. VAT, bank reconciliations	Essential
	A working knowledge of health and safety legislation	Essential
	Experience of working effectively with a wide range of external partners	Essential
	An understanding of school management issues and the role of the governing body	Essential
	Evidence of successfully working with staff at all levels of the organisation including leading and motivating staff	Desirable
	Experience of a management role	Desirable
	An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations	Desirable
	Experience of working in a school/academy environment	Desirable
	Knowledge of school/ academy governance and the associated regulations	Desirable
	Experience and knowledge of school/academy funding	Desirable
	Experience of managing cultural change	Desirable
	Knowledge and understanding of wider school issues and national agendas	Desirable



Person Specification

Knowledge and Skills	Criteria	Essential or Desirable
	Ability to work proactively with a confident approach	Essential
	Ability to understand and manage complex budgets	Essential
	Ability to use ICT systems; Microsoft Office	Essential
	Exceptional attention to detail and accuracy in approach to work	Essential
	Ability to prioritise workload and manage conflicting priorities and meet challenging deadlines	Essential
	Ability to effectively line manage a staff team ensuring their efficient management of all administrative functions	Essential
	Communication and presentation skills	Essential
	Outstanding networking and negotiating skills	Essential
	Experience and skills using financial management system and SIM's	Essential
	Excellent written and verbal skills	Essential
	Highly developed interpersonal skills	Essential
	An ability to analyse data and evidence of higher-level ICT skills	Essential
	An ability to interpret legislation and regulations	Essential
	An ability to consult and share decision making with the senior team	Essential
	An ability to follow instruction	Essential
	An ability to lead by example	Essential
	Skills and confidence to coach and mentor staff and tackle underperformance	Essential
	Marketing experience	Desirable
	Business experience/ track record of business/local government policy development	Desirable
Personal Characteristics	Excellent interpersonal skills with an ability to challenge while using tact and diplomacy and to manage conflict	Essential
	Excellent organisational skills with an ability to initiative appropriately and to work independently	Essential
	Ability to cope with change in a dynamic environment	Essential
	Creative and strategic thinker	Essential
	Sociable, confident and a communicator with professional presence	Essential
	Self-motivated	Essential
	Commitment to a high educational, professional and personal standard	Essential
	Respect for young people and their needs	Essential
	Commitment to equal opportunities	Essential
	A relentless drive for excellence	Essential
	Ability to keep calm under pressure	Essential
	Capacity to motivate staff	Desirable
	To have a strong awareness of professionalism and confidentiality	Desirable



Person Specification

	Criteria	Essential or Desirable
Additional Factors	Excellent record of attendance and punctuality	Essential
	Comply with safe recruitment checks including DBS checks	Essential
	A desire to learn and develop	Essential
	Political sensitivity and awareness	Essential
	Dynamic/visionary	Essential
	A liking for young people and a sense of fairness	Essential
	Smart appearance	Essential



Guidance Notes for Applicants

If you are unclear about any aspect of the application process or you would like any additional information about Sandringham Primary School, or the role, then please contact Lisa Clark Executive Business Manager by email l.clark@sandringham.school

Visits to the school are strongly encouraged and we would be delighted to show you our fantastic school on the following dates:

Thursday 1st August 2024

Monday 5th August 2024

Tuesday 6th August 2024

To arrange a visit please on any of these days, please contact Lisa Clark l.clark@sandringham.school

If you think, you have the qualities and want to be part of a high-performing team, dedicated to providing the best possible educational opportunities for the young people of Doncaster, then please send your completed application form to: Email: recruitment@exceedlp.org.uk

Post:

FAO Lorraine Burton,
Personnel Manager
Exceed Learning Partnership
Edlington Lane,
Doncaster,
DN12 1PL

Closing Date for Applications: Thursday 8th August 2024 at 12 noon

Shortlisting for Candidates: Friday 9th August 2024

Interviews: Wednesday 14th August 2024

References will only be taken for shortlisted candidates who will be notified beforehand. If you are shortlisted, please contact each of your named referees to inform them that, we will request a reference prior to the interview.

Please note that providing false information as part of your application may lead to a withdrawal of any conditional offer of employment, or disciplinary procedures potentially leading to dismissal without notice.

The Directors and Governors of Exceed Learning Partnership are committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.



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