



Candidate Information Pack

School Office Manager



Introduction from our Chief Executive



Through a model of learning that creates a collaboration and partnership of inspirational and inclusive schools that share the same values, our Trust provides the drive for educational excellence and dynamic innovation. Our academies work closely and collaboratively together, along with our partners, aiming to deliver school to school improvement and exceptional learning experiences for both children and staff. It seeks to develop a 'family' of schools where communities are striving for excellence; where going that extra mile for all the children is part of the fabric. Strive4 is passionate that all children are able to achieve; it challenges the myths that only some can. To maximise the levels of achievement across each of our learning communities, all activities are focused on improving the life chances of the children in our care. The Trust believes, that in terms of learning, every second counts.

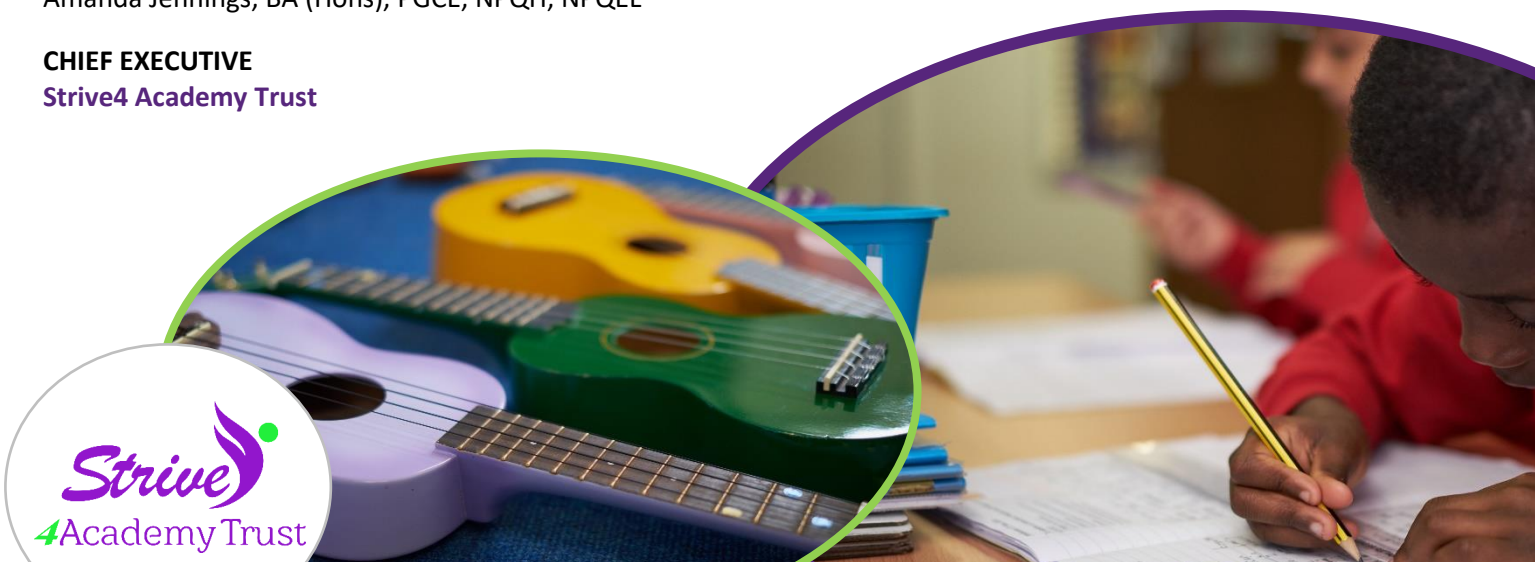
As of January 2023, our Trust comprises of two large Primary Schools, educating around 1,200 pupils, and employing over 150 talented staff. The Trust has partnerships with the Havering Education Services, Redbridge Education Partnership and the Best Practice Network and is currently delivering high quality CPD for those at the start of their careers right through to those looking for leadership progression through the National Professional Qualifications of Leadership. The Trust has ambitious plans for growth over the next 5 years which makes this an extremely exciting time to join our Trust.

The position of School Office Manager is responsible for overseeing the daily administration of the school office including line managing administrative staff. This role is ideal for someone wanting to take the next step in their career by working for an organisation where they will be valued, developed and supported. Our schools are ambitious with exciting plans for the future. Our happy, well behaved pupils and friendly and supportive staff make this an exciting opportunity to join committed teams that believe every second counts, and every child and staff member matters.

Thank you for your interest in Strive4 Academy Trust. We very much look forward to receiving your application.

Amanda Jennings, BA (Hons), PGCE, NPQH, NPQEL

CHIEF EXECUTIVE
Strive4 Academy Trust



Strive4 Academy Trust – Who we are

Strive4 Academy Trust is a non-profit making charitable company limited by guarantee, based within the London Borough of Redbridge, in North-East London. The Trust exists to support and assist schools to build upon their existing strengths and to help them achieve educational excellence. It has a proven track record of school development and transformation and significant experience in running schools. It includes both a sponsored academy and a school which has chosen to convert to academy status.

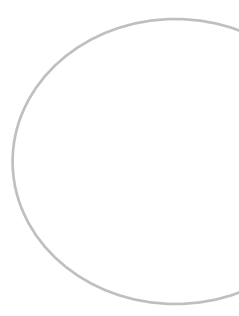
The Trust was formed in 2017 with the linking of Ray Lodge and Farnham Green under one Executive Leader. It encompasses over 1200 pupils in Woodford and Seven Kings.

Ambition & Aspiration – Shaping the Future

Our Principles of Excellence:

- Where all actions are taken with perception and moral discernment and all decisions are taken with **children at the centre**.
- A culture where **every second counts**; not a moment is wasted and one where every child can succeed.
- Where thoroughness and commitment to bespoke professional development for staff and aspirational life ambitions for children ensures that all are **empowered for excellence**.
- Where the **uniqueness of each academy** is encouraged and celebrated and where innovative curriculums reflect the values and ethos with the whole school community.
- Leadership with **vision and efficacy**; where collective expertise, accountability and financial efficiency adds value and leads to ever improving and aspirational outcomes for children.
- Where **excellence in teaching and learning** is a moral compulsion.

Advantages of being part of Strive4 Academy Trust:

- Substantial investment in cross-Trust initiatives to improve teaching and learning.
 - Strong central services for finance, HR, IT, facilities and business functions, allowing the Head of School to focus on the quality of education and standards.
 - Strong financial position over the next 5 years.
 - Innovative approaches to teacher recruitment and retention.
 - Fast track development of leaders for promotion opportunities.
 - Close collaboration between senior leaders across the Trust.
 - High quality strategic governance with wide business and professional experience.
 - Robust delivery models (as government policies, rules and measures change).
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The Role

Position:	Office Manager
Location:	Farnham Green Primary School or Ray Lodge Primary School
Reports to:	Head of School
Contract:	Permanent/Full time
Commencement Date:	As soon as possible
Salary:	LBR6 £28470- £29502 FTE – Actual Salary £24,4790- £25,688 Term time + Inset + 5 days. Recruitment and Retention incentive may be available for exceptional candidates

Strive4 is a well-regarded, outward-facing and successful Multi-Academy Trust. We have recently restructured our support structure and are seeking to appoint an organised, efficient and highly experienced administrator to join us as School Office Manager at either:

[Farnham Green Primary School](#)

or

[Ray Lodge Primary School](#)

As the 'face' of the school the Office Manager must be welcoming, personable, helpful and able to represent the school in a professional and friendly manner. In addition, it is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach.

We think that someone who is already working as Senior Administrator or Office Manager may be suitable and interested in this role. Very good verbal and written communication skills, as well as good computer skills, are essential.

Please contact us if you are:

- Energetic, enthusiastic and self-motivated
- Committed to delivering high standards
- A confident and clear communicator
- Approachable and keen to work with staff across the Trust to ensure wide success.
- Able to establish and develop excellent relationships with the community and other stakeholders.

We can offer you:

- A competitive salary, along with well-being support programmes and access to private healthcare.
- An exciting career path with opportunities for further progression in the future.
- A personalised career development programme.
- Guidance and support on your journey from close collaboration with a small central team to a larger group of talented executives to share best practice and innovation.

Main Purpose of the Role

- To provide an effective and efficient administrative and operations management support service school.
- To lead the support team.
- To be committed to the highest educational outcomes for the children in the school and Trust by understanding that the school office plays a critical role within the school.

Organisation

- Supervise and support the day-to-day work of the administrative and operations function of the school.

- Manage the completing of statutory returns as appropriate including school and staff workforce census.
- Manage school email inbox disseminating and responding to contents as appropriate including sending follow-up reminders to colleagues to action.
- Lead on pupil admissions and oversee the FSM validation for pupils.
- Oversee the transitions process for Y6 pupils.
- Liaise with the SENDCo to oversee the admin management of First Aid provision.
- To hold or be willing to obtain a first aid qualification and to be responsible for administering first aid and care to children who are hurt or unwell.
- To maintain a record of all accidents/ injuries and to liaise with teachers, parents and other relevant parties regarding pupil's sickness or injuries.

Administration

- Manage manual and computerised record/information systems including RM Integriss
- Undertake word processing and complex IT and admin-based tasks related to parents, wider school and the Local Governing Body.
- Ensure GIAS information is accurate and compliant.
- HR liaison with the central Trust team in connection with appointments, contract revisions, resignations, aspects of recruitment and staff absence administration
- Manage staff leave requests and record these to ensure any amendments in pay can be made, liaise where necessary with the Trust Finance Officer.
- Ensure the single central register (staffsafe) is kept updated, complying with current legislation.
- Oversee the ordering, monitoring and management of stock, ensuring best value following the school's purchasing processes.

Operations

- Liaison with the site team, contractors and external providers regarding admin compliance with health and safety regulations, processes and procedures.
- Support Head of School to monitor and update the risk register.
- Track all school policies and ensure they are updated in accordance with the policy review schedule.

Data Management and Reporting

- To assist the school in collating information required by the Trust and local authority.
- Analyse and evaluate data/information and produce reports/information/data as required.
- To oversee the maintenance of confidential pupil personal files and liaise with the Safeguarding Lead and SENDCO where appropriate.
- Keep records in accordance with the school's record retention schedule ensuring information security and confidentiality at all times and that the school is compliant in all aspects of data protection legislation.

Meeting Co-ordination

- Welcome all scheduled visitors, contractors, parents, new staff and other guests in line with the school's safeguarding procedures, ensuring school security arrangements are always complied with
- Oversee the provision of hospitality for visitors to the school.

Agency Bookings

- To liaise with recruitment agencies and other external contractors to arrange supply cover for teachers and organise other cover arrangements as required, ensuring correct approvals and authorisations are in place before booking.

Communication with Families and Staff

- To communicate with families through email, text, telephone, app and newsletters as appropriate.

General

- To manage workload to ensure all administrative and clerical duties are carried out in a timely manner.
- To understand and comply with the school's Equal Opportunity Policy and all Safeguarding Policies and Procedures.
- To attend professional development opportunities as agreed within the Performance Management schedule, job description and school need.

- To undertake as required additional duties and tasks commensurate with role and responsibilities.

Note: The postholder will be expected to comply with any reasonable request from the HoS to undertake work of a similar level that is not specified in this job description.



Person Specification

We seek to recruit talented individuals who can not only help to build the success of our schools but also people who are engaging and passionate about everything they do.

When we recruit, we look for specific experiences and qualities. However, we also value diversity because we recognise the importance of people bringing their own backgrounds, experiences, perspectives and ideas to the school and the Trust. Our ideal candidate for this role will already be an outstanding administrator within a successful Primary School/Academy.

Criteria	Essential	Desirable
Qualifications	<p>General level of education to at least Level 2 (A)</p> <p>Evidence of participation in appropriate training and development (A I)</p>	<p>Hold at least a Grade C GCSE or equivalent qualifications in Maths and English (A I)</p> <p>Hold a current First Aid at Work Qualification (A)</p>
Experience/ Knowledge	<p>Experience of high-volume administrative work (A I)</p> <p>Experience of managing colleagues and or teams</p> <p>Experience of working within the Data Protection Act and dealing with confidential issues (A I)</p>	<p>Experience of working within a busy school office setting (A I)</p>
Skills/ Competencies	<p>Effective written communication skills for all stakeholders (A I)</p> <p>Effective oral communication and presentation skills for all stakeholders (A I)</p> <p>Good organisational and time management skills (A I)</p> <p>Excellent administrative skills (A I)</p> <p>To be highly IT literate and have a broad understanding of packages such as Microsoft Word, Excel, Outlook, Publisher and Powerpoint, plus other specialist equipment (A I)</p> <p>Problem solving skills (A I)</p>	<p>Experience of school MIS systems such as RM Integris (A I)</p>
Personal Attributes	<p>Commitment to educational values (A I)</p> <p>Commitment to the provision of a high quality, child-centred service (I)</p> <p>High level of personal integrity and confidentiality ability to deal with sensitive or difficult situations appropriately (A I)</p> <p>Ability to work effectively as a team member, to be flexible and adaptable to changing situations (I)</p> <p>Excellent attention to details and understanding the importance of accuracy and high standards in all areas (I)</p> <p>Proven record of excellent attendance and punctuality (A I)</p>	

	<p>Proactive attitude to work with a willingness to learn (A)</p> <p>A can do/will do attitude (I)</p> <p>Commitment to understand and promote safeguarding (A I)</p> <p>Ability to establish and maintain good professional relationships with colleagues, pupils and parents (A I)</p>	
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How to apply

The job description and application form can be found [here](#). Your completed application form should be submitted: recruitment@strive4academy.co.uk or by post to: **Ray Lodge Primary School**. If you are shortlisted, you will be asked to sign the application form upon arrival at interview.

Application and Selection Process

We are seeking to appoint the best possible candidate and therefore the application process will reflect this.

Closing date:	Friday 17th February 2023
Shortlisting:	Monday 20th February 2023
Interviews:	Week of 27th February 2023

We will endeavour to notify the successful shortlisted candidates by 21/02/2023. Information about the interview process and any necessary preparation will be circulated to all shortlisted candidates as soon as possible after this.

The successful candidate will be contacted as soon as possible after the interview day and an offer will be made subject to references, contract, and an enhanced DBS check.

If you have any queries on any aspect of the application process or need additional information, please contact Charlotte Gaspard at charlotte.gaspard@strive4academy.co.uk

The Academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

Thank you for your interest in joining Strive4 Academy Trust.

