



**North East  
Learning Trust**

**Office Manager**  
**The Academy at Shotton Hall**  
Applicant information pack

# **Office Manager**

## **Permanent**

**Required as soon as possible.**  
**37 hours per week**  
**Term Time plus 5 additional days**  
**Grade 4 SCP12 – SCP17**  
**£27711 - £30060 per annum FTE**  
**Actual Salary £24562 - £26644 per annum**

The Academy at Shotton Hall is a part of the North East Learning Trust, and we are seeking to appoint an Office Manager to join our dedicated team.

The Academy at Shotton Hall truly is a unique place to learn. We are proud of our warm and happy atmosphere with high expectations and a clear focus on achievement. Our students consistently reach the highest standards and year-on-year we are placed consistently amongst the top performing schools in County Durham with students exceeding their targets.

We are seeking to appoint an enthusiastic and highly motivated Office Manager to join our dedicated and supportive team to manage the day-to-day running of our administration office. You will have previous experience of managing a busy office environment and have excellent organisational and administrative skills. You will be efficient administrator and provide a flexible and responsive administration and reception service to the school and be responsible for managing a small team.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

### **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

### **We will offer you:**

- National Terms and Conditions of Employment
- Local Government Pension (for support staff) Scheme –
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

### **The successful candidate will:**

- Hold An NVQ Level 3 qualification (or equivalent) or experience in relevant discipline.
- Experience of working effectively in a busy office administration role
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.





**Deadline: 20<sup>th</sup> January 2025**


Interviews taking place week commencing Week commencing 20<sup>th</sup> January 2025

**How to apply:**

Application packs can be downloaded from our website.

Application forms should be returned to [Rebecca.elliott@shottonhallacademy.co.uk](mailto:Rebecca.elliott@shottonhallacademy.co.uk) or by post to Rebecca Elliott, Assistant Support Services Manager The Academy at Shotton Hall, Passfield Way, Peterlee, SR8 1AU. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



# Job description

**Post title:** Office Manager  
**Responsible to:** Support Services Manager/ Head Teacher  
**Responsible for:** An effective service and delivery of the administration function  
**Salary Band:** Grade 4 SCP 12-17

## Job Purpose:

Responsible for the day-to-day management of the school office and administration staff and to ensure the provision of a flexible and responsive administration and reception service to support all staff, pupils and the wider school community.

## Duties and Responsibilities:

### Administration

- To manage the provision of the administrative support to all school staff, stakeholders and the wider school community.
  - To manage the delivery of a customer focused responsive administration and reception service, managing the day-to-day work of the administration function.
  - To set-up and maintain efficient office systems within the school's admin office, including manual and computerised information retrieval systems, ensuring staff are regularly trained in these technologies.
  - Ensure the delivery of effective and efficient administrative/whole/school/reception service.
  - To provide advice and guidance to pupils, teachers and external bodies as and when required.
  - To support the SLT team with the production of letters, reports, other relevant documents and taking of minutes as and when required and meetings.
  - Photocopy, distribute and filing of documents as appropriate.
  - To be welcoming and looking after providing hospitality for visitors
  - To ensure all school documentation and policies are up to date.
  - To ensure the completion of whole school administrative priorities at key points in the school calendar.
  - Ensure systems for whole school diary management, communication, organisation of meetings and minute taking are delivered as required.
  - To manage the quality assurance, accessibility, compliance and reliability of the school website.
  - Screen and prioritise all incoming correspondence (including emails, telephone calls and letters), providing the principal with necessary information to assist with replies, drafting responses where appropriate
  - First point of contact in school for complaints, taking initial details, directing to the Senior Leadership Team and responding as necessary
  - Plan, coordinate and implement the leadership team's schedule of meetings, providing documentation and notifying attendees, to ensure the business is completed within agreed timeframes and standards, meeting the organisations' requirements.
  - Liaise with external agencies as and when required.
  - Be responsible for maintaining the Single Central Register and ensuring DBS for all visitors are up to date



## Staffing

- To manage the administration team.
- To carry out performance management, 1:1 meetings and annual appraisals with relevant support staff.
- To support the Support Services Manager with administration of recruitment and new employee documentation.

## Reporting

- To manage pupil data by ensuring that all required pupil data is up to date and accurate  
i.e. SIMS, FSM figures, ethnicity codes, SEN status, pupil results and issue UPNs.
- To ensure all statutory returns are coordinated in accordance with statutory guidelines and deadlines are met, including termly Census reports.
- To support the Support Services Manager with first aid training procedures, ensuring accurate records are maintained.
- Manage pupil data by ensuring that all required pupil data is up to date and accurate  
i.e. FSM figures, ethnicity codes and SEN status

## Finance

- To liaise with the Trust Finance team and Support Services Manager to ensure effective financial systems and SLA's are in place and maintained.
- To manage in school finances in relation to trips, book club, music tuition and lettings and ensure all money is banked in a timely manner.
- To undertake financial duties within the school admin office including processing orders, administration of petty cash and cash handling

## General

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

### Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

### Safeguarding



The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person Specification Office Manager

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>NVQ 3 in Business Administration or equivalent qualification in a relevant discipline.</li> <li>Excellent literacy/numeracy</li> <li>Competent in the use of ICT packages including word— processing and excel</li> </ul>	<ul style="list-style-type: none"> <li>Certificate of School Business Management</li> <li>Safer Recruitment training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Proven experience of working in a school office environment</li> <li>Experience of managing, procedures organising, developing and motivating other staff</li> <li>Developing, managing and operating administrative/financial and organisational systems</li> </ul>	<ul style="list-style-type: none"> <li>Analysing and evaluating data</li> <li>Experience of safer recruitment</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>Ability to use relevant office equipment effectively.</li> <li>Knowledge of school information and financial systems e.g. SIMS</li> <li>Excellent communication skills, (verbal and written),</li> <li>Able to plan, organise and prioritise</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>Willingness to learn</li> <li>Ability to initiate developments</li> <li>Ability to work under pressure</li> <li>Embraces change well</li> <li>Deals with difficult situations effectively</li> </ul>	

### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

**Pre-occupational health:**

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.