



Office Manager

GRADE: 08 (Points 12-15)

ACTUAL SALARY: £19,909 - £21,999

Contract: 37 hours per week, 39 weeks per year

Start Date: 02 September 2021

CANDIDATE INFORMATION PACK



What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from The Headteacher
- About the School
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Office Manager position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint a committed, highly skilled professional who is well organised and who will be the first point of contact for school.

Bennerley Fields is an age 2-16 special school, for 91 pupils with a range of learning difficulties and diverse needs.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact the school office on 0115 9326374, via email to info@bennerleyfields.derbyshire.sch.uk or visit our website at www.esteemmat.co.uk/jointheteam. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully

Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of eleven academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust has grown from seven to 11 academies within its first 18 months and now includes 7 special schools and 3 support centres (PRUs) and a primary school with enhanced resource provision educating young people with a range of additional needs. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND). We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that our collective efforts will achieve a better outcome than we can as individual schools. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

Welcome from the Headteacher



Dear applicant,

Thank you for your interest in the post of Office Manager at Bennerley Fields School. I am very pleased that you are considering applying to work in a successful, fun and innovative special school.

I feel privileged to be leading Bennerley Fields Special School Academy. We are proud to be a part of the Esteem Multi Academy Trust.

Bennerley Fields is an inspirational place to learn and work. We are a strong team of pupils, staff, parents and carers and governors. We value the strong links we have with the wider community. I lead a committed, skilled and highly specialised staff who provide outstanding, challenging and exciting learning opportunities for our incredible students.

Our students are independent and inquisitive learners. They never cease to amaze us with their attitude, determination and achievements. We believe strongly in teamwork and work closely with parents and carers to provide the best opportunities for our students. Together we shape our school. Together we support each other and strive to be the best we can be.

As Headteacher, I am committed to promoting emotional wellbeing and positive mental health, we embed a culture which values the happiness and emotional welfare of all our students, staff, parents, and stakeholders.

As well as making a positive contribution to the lives of our students, we can offer you:

- a supportive, collaborative, and friendly staff environment in a specialist setting where you will have the chance to make a real and positive impact on the lives of Bennerley Fields School students.
- professional and continuous training programmes and a supportive career progression.
- generous pension schemes (Teachers'/ LGPS Pension Scheme)
- A range of health and wellbeing services through Westfield Health
- Free, on-site car parking
- School social events
- A commitment to staff well-being.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills, experience, and strength of character to fulfil the challenges of the role. The closing date for applications is 12 noon on 25 June 2021. A meeting with a member of the Senior Leadership Team and a visit to the site are encouraged, please contact the school on 0115 9326374 to arrange this.

Interviews for this post will be held on 02 July 2021.

I wish you well in your application.

Yours faithfully,

Ann Harrison

Headteacher
Bennerley Fields School

About Bennerley Fields School

We are an age 2-16 special school for 91 pupils with a range of learning difficulties and diverse needs. The school has specialist status for communication and interaction, which underpins all teaching and learning. Bennerley Fields is a vibrant, nurturing school community where everyone is welcomed, valued and respected.

With great support and hard work, we aspire to be the very best we can be.

On the 1st August 2018 we became an academy and joined the Esteem Multi-Academy Trust with a number of other special schools and pupil support centres.

Our school is made up of two buildings. Our Primary Department is housed in a separate building and has its own outside space with suitable play equipment. The Primary block houses our pupils in Ladybirds and Dolphins and Tigers classes. The extension that houses our Community Room was officially opened in 2011. As part of this building work, the school gained a Therapy/Meeting Room and a Sensory Room. Our Main School block has one class in KS2, three classes in KS3 and three classes in KS4 with an additional two classes containing a mix of KS3 and KS4 pupils.

Around the main school building, we have extensive playing fields and open spaces with each Key Stage having its own playground. There is a large polytunnel in our school garden where the children can learn how to grow plants and vegetables. Down near the canal, there is our Forest School area which is accessed by all pupils during the school year.

Our staff team consists of skilled, dedicated professionals, all working alongside families to meet the needs of our pupils. We have a specialist Speech and Language therapist on site two days a week on site plus access to our local community Speech and Language Therapist.

Together we achieve amazing things.

Further information about our academy can be found on the website at www.bennerleyfields.derbyshire.sch.uk

The advertisement

Job Title: Office Manager

Location: Bennerley Fields School, Stratford Street, Ilkeston, DE7 8QZ

Grade/Scale: Grade 08 (Points 12-15) Actual Salary £19,909 - £21,999

Start date: 02 September 2021

Contract: 37 hours per week, 39 weeks per year (term time only)

We are an age 2-16 special school for 88 pupils with a range of learning difficulties and diverse needs. The school has specialist status for communication and interaction, which underpins all teaching and learning. Bennerley Fields is a vibrant, nurturing school community where everyone is welcomed, valued and respected.

We are seeking a committed, highly skilled professional who is well organised and who will be the first point of contact for school, have oversight of the daily administration of the school office including line managing administrative staff, and all administrative, financial and organisational processes within the school.

Reporting to the School Business Manager, the ideal candidate will have recent experience of working in a customer facing office role, previous experience managing staff and knowledge of specific processes and legislation relevant to schools.

Benefits include: LGPS Pension Scheme, school holidays, Westfield Health membership and free parking.

For further information, please contact Barbara Joss at Bennerley Fields School, on 0115 932 6374, via email to info@bennerleyfields.derbyshire.sch.uk or visit our website at www.esteemmat.co.uk/jointheteam. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: Sunday 27 June 2021 (11:59pm)

Interview date: Friday 02 July 2021

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Office Manager

Esteem Multi-Academy Trust

Post Title:		Office Manager
Location:		Bennerley Fields School, Stratford Street, Ilkeston, DE7 8QZ
Purpose:		<p>The school office manager is responsible for:</p> <ul style="list-style-type: none"> the public face of the school, interface with the school community and visitors, provision of information and services in dealing with and resolving enquiries and complaints. overseeing the daily administration of the school office including line managing administrative staff. all administrative, financial and organisational processes within the school, maintaining confidentiality at all times.
Reporting to:		School Business Manager
Responsible for:		School Business Assistants
Liaising with:		Parents and Carers, SLT and other staff and other agencies
Working Time:		37 hours per week, 39 weeks per year (term time only)
Salary/Grade:		Grade 8 - Actual Salary £19,909 - £21,999
Disclosure level		Enhanced
PRINCIPLE RESPONSIBILITIES		
To achieve the above		<p>Organisation</p> <ul style="list-style-type: none"> Supervise the day-to-day work of the administrative function of the school office Contribute towards the planning, development and organisation of the support service systems, procedures and policies Manage, supervise, train and develop administrative staff as appropriate Administrative and secretarial support for the school leadership team as required Manage hospitality, premises lettings and visitors to the school <p>Administration</p> <ul style="list-style-type: none"> Manage manual and computerised record/information/financial systems (eg. RM Integris/Parentpay) ensuring records are accurate and fully integrated where applicable. Maintenance of the Single Central Record (SCR Tracker)

		<ul style="list-style-type: none"> Analyse and evaluate data/information and produce reports/information/data as required from the various systems in use by the school. Administration of supply teacher requests, ensuring the process of booking, contacting the relevant agency and then updating the online calendar is fulfilled whilst ensuring legislative requirements are recorded and fulfilled. Provide personal, administrative and organisational support to other staff, including recruitment and HR related administration including additional payments, absence and overtime. Oversee and organise the management of admissions procedures in line with Local Authorities. Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times Manage the ParentPay system for parents and staff and ensure charges made and payments received are accurate and up to date and ensure any discrepancies are resolved. Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks and account creation of the various school systems as required. To manage and co-ordinate school vehicle maintenance and checks including driver checks as per current legislation. Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law. <p>Resources</p> <ul style="list-style-type: none"> Order, monitor and manage stock and services, ensuring best value following the school's purchasing processes Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system) Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school Manage financial administration including purchases and invoicing procedures and maintain appropriate records to satisfy audits. Assist with the organisation of premises repairs under the direction of the Site Manager Manage school licences, subscriptions and insurances Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available Organise resources and manage hospitality for school visitors and events
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		<p>Other areas of responsibility</p> <p>Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the School Business Manager and Leadership Team.</p>
Other Generic Responsibilities:		
<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the MAT • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition 		
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.</p>		

Person Specification: Office Manager

Esteem Multi-Academy Trust

QUALIFICATIONS		
Essential		<ul style="list-style-type: none"> 6 GCSE A* - C (or equivalent) including English and Maths. A levels or equivalent level 3 qualifications.
Desirable		<ul style="list-style-type: none"> Relevant business related qualification IT based qualifications / training (e.g. Microsoft)
EXPERIENCE		
Essential		<ul style="list-style-type: none"> Recent experience of working in a customer facing office role Previous work involving the use of Excel, Word and Publisher packages to present and manipulate data Previous work involving managing of staff Use and administration of Office 365 including Teams and Groups Analysing and Evaluating Data Developing, managing and operating clerical/administrative/financial and organisational systems
Desirable		<ul style="list-style-type: none"> Recent experience of working in a school office Experience of using and administering ParentPay or equivalent online payment system Experience of using and administering Access or equivalent online financial management system. Experience of using and administering RM Integris or equivalent Management Information System Human Resource administration (e.g. Recruitment requests, Payroll, online records, absences)
Skills and Knowledge		
Essential		<ul style="list-style-type: none"> Awareness of safeguarding in schools Knowledge of specific processes and legislation relevant to schools Excellent communication skills both verbal and written Attention to detail Strong numeracy and literacy skills Ability to remain calm under pressure Professional manner Competent in the use of ICT Excellent interpersonal and organisational skills Ability to work on own initiative and also effectively as part of a team to achieve common goals.
Desirable		<ul style="list-style-type: none"> Experience of working with specific processes and legislation relevant to schools
Personal Qualities		
Essential		<ul style="list-style-type: none"> Excellent attendance and punctuality

		<ul style="list-style-type: none"> • Ability to communicate effectively and appropriately with all school stakeholders including pupils, parents, colleagues as well as governors and the leadership team • Ability to work under pressure and prioritise effectively • Embraces change well • Positive attitude • Sense of humour
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Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2020' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at www.eesteemmat.co.uk/jointheteam or you can email info@bennerleyfields.derbyshire.sch.uk to request a copy. Please specify the job vacancy for which you wish to apply.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: Sunday 27 June 2021 (11:59pm)

Interview date: Friday 02 July 2021

Completed application forms can be returned electronically to the HR team via email to info@bennerleyfields.derbyshire.sch.uk

If you wish to submit your application form by post, please return it to the following address:

Private & Confidential: Barbara Joss, Bennerley Fields School, Stratford Street, Ilkeston, DE7 8QZ