



Communicating Love; Inspiring our Community to Flourish



Candidate Information Pack

School Office Manager SCP 21 – 25 £20,541 - £23,111 FTE
St Gabriel's CofE Academy
Houlton
CV23 1AN



Letter from the Headteacher

Dear Applicant,

Thank you for expressing an interest in the post of School Office Manager at St Gabriel's Church of England Academy. This appointment marks a very exciting step in our journey; our office manager will play a major role in the organisation and smooth operation of the school from its very first day, working with staff, pupils, parents and the wider community. The role offers the successful candidate significant opportunity to demonstrate their innovation and initiative as they help to create systems and procedures from scratch for the benefit of the whole school community.

St Gabriel's CofE Academy will open in September 2018 with around 50 pupils spread across a Reception class, and three mixed-age classes spanning the primary age range. From small beginnings, we will fill to become a one form of entry school with the plans and potential to eventually grow to 630 pupils. In the first few years, we will need to be flexible and creative in offering provision for a smaller number of pupils and be ready to adapt quickly as numbers increase. This need to be flexible is a key trait that all staff will need in St Gabriel's formative years, along with positivity, passion and enthusiasm. I feel this is really something to get excited about! The building is an amazing learning space which will help us provide wonderful opportunities for children and is the first school to be constructed on the Houlton development in Rugby, providing a focal point for the new community here. The school is the first in the Houlton Church of England Multi Academy Trust and will benefit from the support of our dedicated team of Trustees.

The successful candidate will have the opportunity to take up post as soon as possible to work alongside the team as we prepare the school for opening. The school office is a large and welcoming space where you will work alongside the team, pupils, parents and visitors.

You will play a vital role in supporting the team as we strive towards our vision of:

'Communicating Love; Inspiring our Community to Flourish'

I am so excited that when we open in September, the school will come alive with the children we are privileged to educate. At St Gabriel's we are dedicated to inspiring, challenging and supporting them to fulfil their potential, making them feel valued, loved and able to flourish. As a Church of England Academy, all of this is underpinned by our inclusive Christian ethos as we work for the common good of everyone, nurturing success for all.

I hope this information pack will capture your interest as you carefully consider the opportunity on offer here. This will undoubtedly be a challenging yet rewarding position, offering you the chance to build something new and helping to shape our school from the ground up. If you feel inspired by the challenge, I would love to hear from you.

Andrew Taylor
Headteacher



Context

St Gabriel's CofE Academy is the first school to open in the Houlton Church of England Multi Academy Trust. The school is the first to be developed on the new urban extension to Rugby known as Houlton. Over the next 10-15 years, this area will add around 6,200 homes to Rugby, creating a demand for around 6 forms of primary education. Three primary schools and a secondary school are planned to serve the families moving into the area, along with healthcare provision, community space and commercial units to create a sustain-able, linked yet distinct community. The Houlton Church of England Multi Academy Trust has been established as a partnership between the Coventry Diocesan Board of Education and the master developers of Houlton, Urban&Civic plc.



Coventry Diocesan Board of Education

The Coventry DBE is a family of 75 Church of England schools and academies with a clear, strong vision and ethos to empower school leaders to be courageous, equipping them to deliver excellent Christian education so that all will flourish to achieve their full potential. The aim in establishing Diocesan Multi Academy Trusts (DMATs) is to build and oversee the growing family of DBE schools with a core mission 'to build a better future for all within our Academies who in turn will positively impact their communities.'

The DBE is guided by the following values:

- Educational excellence
- Needs of the individual child at the heart of decision making
- Affording and nurturing dignity with high expectation and challenge
- Celebration of success for all
- All members of the school community valued equally
- Love, forgiveness and reconciliation at the heart of all relationships
- Governance based on mutual consultation and partnership
- Highest moral and ethical standards
- Leadership guided by integrity, courage, humility and service

Urban&Civic

Urban&Civic plc

Also a member of the Trust, Urban&Civic is a strategic property development and investment company which takes a long-term interest in the strategic sites which it masterplans and develops.

A key tenet of Urban&Civic's approach is to ensure infrastructure is delivered from the outset to reinforce the establishment of communities early on. Schools are central to this ambition and, from their experience of delivering and establishing successful Academies in Westminster and Chobham (Stratford), they fully recognise that their location, design and management require careful consideration and expert involvement.

Ethos

At St Gabriel's CofE Academy everything we do is underpinned by our loving, distinctive and inclusive Christian ethos. We want the best for our children; with love as our core value and primary motivation we ensure every decision and every action we take is with the best-interests of the child at the forefront of our thinking. We communicate God's love and hope for the future to the children in our care and the community we serve by providing the best possible educational experiences and support for children and families. Experiences which are deeply affecting, inspiring confidence and fully equipping our children for their future, enabling them to flourish and fulfil their potential. We recognise each child is gifted with unique skills, talents and interests and place an equal emphasis on developing the whole child in every way:

Academically – encourage excellence, striving to make great progress

Physically – grow healthily with increasing skill and respect for our bodies

Mentally – secure a healthy, joyful, mature outlook, building resilience

Spiritually – develop an appreciation of beliefs, their impact and influence on our lives

Morally – mature in an understanding of behaviour, law and ethics

Socially – build and maintain healthy relationships as a collaborative community

Culturally – identify the responsibilities and opportunities presented in our society



Our Vision Statement

At St Gabriel's CofE Academy, our vision is that we are always:

Communicating Love; Inspiring our Community to Flourish

Job Description – School Office Manager

Starting salary: SCP Point 21-25 £20,541 - £23,111 FTE

Pro rata; Term Time only + Teacher Training days + Two weeks.

Immediately responsible to: The School Office Manager is managed by and is directly accountable to the Headteacher and School Business Manager. At all times the School Office Manager will operate within school policies and procedures.



Purpose of the Job

The Office Manager has general responsibility to maintain the efficient running of the school office, acting as an effective and efficient assistant to the Headteacher and providing a quality administrative service to other school staff. To liaise with all appropriate stakeholders outside the school, particularly parents, professional associations and the local community, in a highly professional manner and representing the high standards of the organisation.

Together with the Headteacher and School Business Manager operate the school's financial systems, management information systems, and with site service operators, ensure the maintenance and efficient use of the site and its buildings.

The School Office Manager will also be expected to perform any such duties and activities relating to the general administration, finance and premises as the Headteacher and governors may reasonably request.

Duties and Responsibilities

Finance:

- Working with the School Business manager to maintain daily, weekly, monthly and annual procedures relating to using the school's financial management system.
- Admin relating to all aspects of finance, particularly parental accounts, external invoicing, payment of invoices received by the school.
- Management of financial aspects of lettings.
- Work in collaboration with teaching staff to organise financial aspects of curriculum, including trips, residential visits and resources.
- Communication with staff and parents, including accounts to parents.

Information Management

- Along with the School Business Manager, manage data collection and reporting.
- Development and administration of the school's management information systems.
- Develop school procedures in line with data protection regulations

Attendance:

- Admin relating to School Management Information System, including monitoring of attendance registers, preparation of reports.
- Regular attendance reporting to Headteacher.
- Admin related to attendance issues – for example, requests for absence and communication with parents for non-attendees.

Personnel:

- Admin relating to recruitment including liaising with recruitment provider, requests for references, preparation for interview and correspondence with candidates.
- Arrange teacher supply and admin related to such as directed by the Headteacher.

Property:

- Liaise with contractors over scheduled work and repairs and maintain records.
- Administration relating to the letting of school premises to outside bodies, including publicity.
- Contact suppliers, gather quotations and execute orders for goods and services as directed by the Headteacher.

Pupils & Parents:

- Take responsibility for the administrative aspects of pupil induction.
- Order and monitor stock levels of uniform.
- Process correspondence from parents, including absence requests and medication forms.
- Communicate school information to parents including letters, emails, texts, phone calls and social media.

Other

- Act as an ambassador for the school, promoting the ethos, aims and provision at St Gabriel's Church of England Academy.
- Provide a full support service to the Headteacher, incorporating the filtering of telephone calls, maintenance of diaries, appointments, internal and external post, processing of enquiries and confidential matters.
- Provide excellent service to parents, visitors and pupils visiting the school office.
- Any other duties required by the Headteacher, which are within the scope of this post.

This job description is subject to annual review. It may be amended at the request of the Headteacher or post holder after full consultation.

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 you meet the requirements of the person specification. You should refer to these requirements when completing your application.



Education and training		Essential	Desirable	Measured by:
	NVQ level 3 or equivalent	✓		Application
	GCSE Maths and English at grade A-C or equivalent	✓		
	Evidence of further professional development		✓	
Relevant Experience				
	Working in a school environment		✓	Application and interview
	Roles involving multi-tasking, prioritising, working under pressure and to deadlines	✓		
	Working in an office environment	✓		
	Working with sensitive or confidential information		✓	
	Financial administration		✓	
	Procurement of goods and services		✓	
Knowledge and Skills				
	Excellent organisation	✓		Application and interview
	Excellent oral and written communication	✓		
	Working knowledge of efficient information management, scheduling, communication and office applications		✓	
	Excellent interpersonal skills with adults and children	✓		
Personal Qualities				
	Positive and flexible	✓		Application and interview
	Ability to work independently and demonstrate initiative	✓		

	Seeks solutions to problems	✓		
	Demonstrates good judgement and calmness under pressure	✓		
Additional				
	Commitment to involve parents and the community in the life of the school	✓		Application and interview
	Demonstrates an understanding that at all times the best interests of the children must be promoted	✓		
	Commitment to upholding and promoting the school's ethos and values	✓		
	An understanding of and proactive commitment to promoting equal opportunities for all	✓		
Safeguarding				
	Appreciates the significance of child protection and safeguarding for all individual children and young people whatever their life circumstances.	✓		Application, interview and references
	Can demonstrate a working knowledge of and commitment to establishing a culture of safeguarding for the whole school community.	✓		

*St Gabriel's CofE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration. **The post holder will be required to take responsibility for and uphold a culture of safeguarding with particular regard for visitor management, security and record keeping.***

Application Information

Thank you for taking an interest in this post.

Candidates are most welcome to visit the school.

Please contact Mr Andrew Taylor at

enquiries@stgabrielshoulton.org.uk or call the Diocesan Board of Education on 01788 422 800 to make arrangements to visit.

Please note the closing date for applications is 12:00pm on

Tuesday 19th June 2018



Contact Details

Completed applications and supporting documents should be sent via email to:

office@stgabrielscofeacademy.org

or posted to:

Mr Andrew Taylor, Headteacher, St Gabriel's C of E Academy, Houlton, Rugby, CV23 1AN

If you do not receive acknowledgement of an electronic application then please phone

01788 422800

Interviews for shortlisted candidates provisionally W/b 25th June 2018

Please contact us if you require a printed or enlarged application pack.

St Gabriel's Church of England Academy

Houlton

Rugby

Warwickshire