



Office Manager



Julie Bravo

Queensway School



QUEENSWAY SCHOOL

Job Title: Office Manager

**Grade: Salary S01 Salary S01 (points 23 – 25)
£29,590 to £31,298
(negotiable dependent on experience)**

Hours: 37 hours per week, (term time + 4 weeks)

Responsible to: Queensway Headteacher

Location: Queensway North and South Campuses

We are seeking to appoint a dynamic and articulate Office Manager to join our expanding school. It is a fantastic opportunity for a highly organised and very capable candidate who is looking for a busy, challenging role where they can really help make a difference and be part of something really exciting.

This is an exciting opportunity for a dynamic, ambitious and energetic individual who will be managing a small but growing team of administrators and working alongside our skilful team of specialised managers, teachers, teaching assistants and administrators.

The position is to be based at either one of our two campuses and to manage the admin team working across both sites. Initiative is key to the role as well as an honest, strategic approach. The ability to lead a team as well as strong Microsoft skills is essential.

Queensway School

Queensway is an over-subscribed special school in Telford and was established as an academy in March 2018 when it became part of the Learning Community Trust. It was the result of a merger of an autistic provision which had been linked to HLC Secondary and a SEMH school that required a sponsor and a new start.

Queensway is across two sites – the North site in Hadley is a school for children with a diagnosis of Autism. The school has a PAN of 60 but due to demand for places always has additional students. It is a modern purpose, self-contained building on a lovely site with sensory and quiet rooms as well as a Sports Hall and good outdoor spaces. Queensway North has achieved Autism Accreditation from the National Autistic Society and our skills and strategies are worthy of their award. The school itself then leads on Autism training both with the Local Authority and some external organisations. Queensway North caters for Key Stage 2 (Y6), Key stage 3 and 4.

The South site, in Dawley, has quiet rooms, teaching spaces and an excellent purpose-built skills centre for practical work which is where our new provision for motor vehicle is to be placed alongside our new Hair and Beauty provision. Queensway South also caters for Key Stage 2 (Y5 and Y6), Key Stage 3 and 4 the PAN is 54 but due to demand, this campus is also over-subscribed.

Both sites offer an extensive curriculum which includes English, Mathematics, Science, Design Technology, Art and Physical Education, Creative iMedia and Forest Schools and we are currently developing our offer to soon include Motor Vehicle, Hair and Beauty, Duke of Edinburgh and Photography. Social skills/education permeates throughout the curriculum on both sites preparing our students for life as young adults.

All students are encouraged to take a range of examinations which best meet their needs from the differentiated curriculum which is individually designed by the experienced staff team. The outcomes have improved year on year and in 2019 80% of students gained five or more GCSEs at Grade 1-9 which was a significant achievement, 70% with English and Maths.

Both sites have their individual teaching teams, support staff and highly experienced Pastoral leads who also lead on safeguarding. We are fully staffed but are exploring different staffing models to support the children, the new Headteacher appointed in September 2020 will lead on this. We operate with small class sizes of an average of 7/8 students in order to offer a nurturing and inclusive environment for all.

Queensway prides itself on its close working relationships with parents and good communications between home and school happen on a daily basis.

You will join a Trust steeped in a culture of wanting the very best for our children and is very ambitious for its schools. As a school, you will be joining a community that will do anything to make their children's lives successful whilst preparing them for the next steps in their lives.

Learning Community Trust

We are very proud to be a part of the LCT. The expertise and skills the staff have across the trust is invaluable in sharing best practice and our experience in working with children and young people with SEND is greatly valued in our mainstream schools. We are the only provision in Telford and Wrekin for students with these needs, all our young people have an EHC plan, and we work with the LA over admissions.

The LCT mission is very simple; we are driven to be an outstanding MAT for our community with a clear vision to provide the best possible education for all the children and young people in our Trust, helping them to be successful in all they do both now and in the future.

The Learning Community Trust was established in June 2017 following agreement with the DfE/RSC to establish a MAT in this community. Not only were we approved as a MAT but we are also an academy sponsor. Our first academy conversions, when we became operational were:

- HLC Secondary
- HLC Primary
- Queensway Special School

Our Trust now includes Charlton, Burton borough, Telford Park School and Ercall Wood secondaries alongside Wrekin View and Crudgington primary schools and specialist provisions KickStart and Severndale Academy. We are also supporting other schools within the county and beyond.

Our MAT spans education from 2 year-olds in our nurseries through primary and secondary education as well as specialist provision for autism and SEMH in our school. In addition, we have established a great partnership with Telford College and work with them on post-16 transition and curriculum.

We keep our aims at the forefront of all we do, they represent our values as well as our intentions:

- To focus, across our schools, on **excellence** by achieving the best possible educational outcomes for our children and students by engaging and inspiring them, building their resilience and preparing them for work and adult life.
- To drive a **collaborative culture** across our schools which drives and supports improvement and develops all our staff as leading professionals
- To provide the highest levels of **care and support** for our children so they can succeed, including those that are the most disadvantaged, vulnerable or with special needs in our community
- To ensure our schools are at the heart of the community they serve and are truly **inclusive** organisations with equality for all across our community
- To engage positively with our families and wider **community**, building partnerships and programmes that develop opportunities beyond the school sector.

We have four strategic objectives which drive our work:

1. Our learners are engaged and successful
2. We have high quality staff across our Trust
3. We have a culture of continuous improvement
4. Our leadership and Governance is exemplary

The Trust currently has over 7000 students, over 1000 staff and we operate a budget of over £42 million; this makes us a very viable Trust and a significant provider of education in Telford and Wrekin.

Julie Bravo
Headteacher

Job Description

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Grade:	Salary S01 (points 23 – 25) £29,590 to £31,298
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Responsible to:	Queensway Headteacher
Location:	Queensway North and South Campuses, (based at North)

Role Overview

Reporting to the Queensway Headteacher, the Office Manager supports the Headteacher in operational activities across 2 campuses and manages the administration team located at each campus.

The Office Manager promotes the highest standards of business ethos within the support function of the academy, providing professional leadership and management to relevant staff.

The Office Manager is responsible for the Facility and Property Management, Health and Safety Management, Policy oversight, GDPR, HR administration and all necessary general school administration under the guidance of the Headteacher/Learning Community Trust.

The Office Manager will be assisting and advising on all Financial matters and will receive monthly accounts for investigating any variances and reporting back to the COO/Head of Finance accordingly.

Duties:

Leadership and Strategy

- Line Management of administration staff

Financial Resource Management

- Support the Headteacher to prepare annual budgets in conjunction with the LCT finance team.
- Review the monthly Management Accounts report with the Headteacher and LCT to ensure that budgets meet agreed forecasts.
- Identify and inform the Headteacher and the LCT Executive Team of the causes of significant variations and take prompt corrective action
- Maximise income through lettings or other activities
- Provide ongoing budgetary information to relevant people

- Provide support to the Headteacher for advice and guidance on complex issues linked to budgets, staffing and premises.
- Reconciling School Funds
- Reconciling school accounts for petty cash, fuel card and GPC card

Policy Oversight

- Oversight of statutory policies ensuring that they are approved by the relevant body in line with the agreed schedule and current and future legal requirements including GDPR
- Review and update relevant policies as and when required in line with the academy and Trust requirements.

Human Resource

- Support the Headteacher/SLT in recruitment, grievance, disciplinary and redundancy policies and procedures where appropriate and ensure compliance with legal and regulatory requirements so that staff and governors have a clear understanding of the policies and the importance of putting them into practice.
- Safer recruitment trained.
- Seek and make use of specialist expertise in relation to HR issues
- Ensure that HR processes are in place and working effectively including; staff induction, work place risk assessments, fixed term contracts and pre-employment checks

Facility and Property Management

- Ensure a safe environment for the stakeholders of the schools to provide a secure environment fit for purpose
- Ensure that catering and cleaning are monitored and managed effectively.
- Seek professional advice on insurance and licences ensuring that the school has adequate cover, managing such schemes effectively
- Monitor the performance and value for money of PFI contract and attend compliance meetings where applicable.
- Ensure contractors coming into school/academies meet the correct criteria, for example risk assessments and liability insurances
- Ensure the school has a fixed asset register and this is kept up to date

Health and Safety

- Ensure that the academy's Health and Safety policy is clearly communicated and available in line with the Trust's policy statement
- Ensure that the Health and Safety Policy is implemented at all times and subject to regular review and assessment with changes implemented and communicated as necessary
- Ensure systems are in place to enable the identification of hazards and risk assessments

- Ensure systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the Trust's Chief Operating Officer, The Senior Leadership Team, LGB, the Local Authority and the Health and Safety Executive where appropriate
- Ensure the maximum level of security is consistent with the ethos of the academy and safeguarding requirements
- Complete the annual Audit and act on any recommendations required
- Act as the relevant Academy H&S representative
- Ensure the school has relevant COSHH information and that staff are COSHH trained if appropriate. Ensure staff have received ladder and manual handling training if necessary. Keep and update training records for support staff under care

General Duties and Responsibilities

- Support, encourage and uphold the Academy's ethos, objectives and policies as agreed by the governing body.
- Uphold the Academy's policies in relation to safeguarding, GDPR and equal opportunities
- Recognise own strengths and areas of expertise and participate in ongoing training, taking responsibility to keep pace with relevant developments, both internal and external.
- Take part in other duties that may be required at an appropriate level
- Be able to prioritise work load between campuses

Qualifications and Experience (D) = Desirable. Essential unless otherwise stated

Skills & Knowledge

- Exceptional written and verbal communication skills.
- Experience of leading, motivating and developing a team providing excellent service to customers
- Experience of coordinating and Managing Health and Safety in an Education facility (D)
- Detailed understanding of Education Policies including Safeguarding and GDPR (D)
- Ability to use Excel comprehensively
- Ability to manage own workload and to deliver work on time.
- Able to work flexibly as part of a team.
- Ability to travel between sites
- To be able to use Microsoft Office software.
- Able to demonstrate an innovative and problem-solving approach to issues.
- Understanding of the importance of providing a high level of service that reflects the needs of staff and applicants

Experience

- Current experience in an Education Operations Role, including Health & Safety, Administration and Safeguarding. (D)
- Previous Line Management experience with an admin team (D)
- Experience of problem resolution
- Able to work professionally with other stakeholders and external agencies
- Experience of working with other departments and building relationships with colleagues.
- Practical experience of recruitment and selection including Be Safer Recruitment trained (D)
- Experience of leading a team (D)
- Strong Microsoft skills

Qualifications

- Level 6 Diploma in School Business Management (previously Advanced Diploma)/ other relevant professional qualification at the same level or directly relevant experience commensurate with that level of qualification. (D)
- 5 or more GCSEs grade C / level 4 or above
- Full Driving Licence

Note:

No role profile can cover every issue that may arise within the duties of the post at various times.

The post holder will be expected to carry out any other duties from time to time that are broadly consistent with those in this document.

Line manager (also responsible for performance management)

Headteacher

Next Steps

If you require further information, visits of the school and informal discussions please contact Mrs Dixon- Walker, Office Manager at Queensway School on 01952 388555

Closing date for applications: 17th July 2024

Interviews to be held : 18th July 2024

Please email your application form to: annemarie.dixonwalker@lct.education

Document approved by Headteacher.