



Northern
Lights

LEARNING TRUST

**OFFICE MANAGER AT
ST HELEN'S PRIMARY SCHOOL**

**APPLICATION
PACK**



Northern Lights



We are a Multi-Academy Trust currently comprising seven primary and secondary schools and 3,093 children and young people from Stockton and Hartlepool in Teesside through to Sunderland and Washington.



We are a Teaching School Hub, one of 87 centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice, and offer evidence-based professional development for early years practitioners.

OUR SCHOOLS



Hart Primary School

Hartlepool



St. Peter's Elwick CE Primary School,

Hartlepool



Benedict Biscop CE Academy

Sunderland



St. Helen's Primary School

Hartlepool



Holley Park Academy

Washington, Sunderland



Ian Ramsey CE Academy

Stockton-on-Tees



Venerable Bede CE Academy

Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic - that is really important to us - but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

- Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



Welcome from the CEO

Thank you for your interest in the position of Office Manager within Northern Lights Learning Trust.

We are a growing Multi Academy Trust that is currently made up of 2 secondaries and 5 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 3000 pupils and employ over 400 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, '*I am proud to work for a forward-thinking Trust who put people development at the heart*'. We seek to support our staff to develop and thrive.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours sincerely

Jo Heaton
Chief Executive Officer



Welcome from the Head of School

Thank you for your interest in the Office Manager post at St. Helen's, where it is my privilege to serve as Head of School.

I am truly passionate about the education and potential of all our pupils. Our school vision is to create a school that enables all pupils (no matter what background or starting point) to achieve their full potential and promotes the school as a beacon within our community, where aspirations are achieved, and dreams are a reality for all pupils, staff and families.

This is achieved through a relentless focus on high-quality learning and teaching, where all staff are accountable for ensuring our pupils develop a love of learning and achieve their full potential. Individual strengths and needs will be recognised and learning will be personalised to meet those needs.

Classrooms will be vibrant, engaging, supportive and welcoming and pupils will be proud of their work and their achievements. Every stakeholder will feel valued and part of the whole school community and parents will be proud to send their children to St. Helen's Primary School knowing that they are accessing excellent provision.

High aspirations for pupils will always remain at the 'core' of whatever we do and their academic, social and emotional well-being will always be of paramount importance to all stakeholders involved in St. Helen's Primary School.

Thank you for your interest in our school. Visits to the school are welcome, by prior agreement.

Best regards,
Marcus Newing

OFFICE MANAGER

Permanent position required for November 2023

St Helen's Primary School

NJC SCP 15-20 £25,878- £28,371 FTE

37 hours per week, term time plus 2 weeks in school holidays + 5 inset days

Are you organised, enthusiastic and welcoming?

Do you thrive working in a busy office environment?

Would you like to make a difference to children's learning and well-being?

Northern Lights Learning Trust are looking to appoint an Office Manager for St Helen's Primary in Hartlepool. We are looking to welcome enthusiastic and reliable applicants who can support pupils, parents, staff and governors. The successful candidate will liaise and work closely with the Senior Leadership Team and the admin team within their school and will have the opportunity to network with other Office Managers across the Trust, the Trust Chief Operations Officer and Chief Finance Officer. In return you will benefit from inspirational and dynamic leadership and be empowered to develop your own skills with access to great CPD opportunities.

Do you...

- Have experience working in a busy school office
- Possess excellent communication and IT skills
- Have experience in financial and staff management
- Be confident in dealing with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Be enthusiastic and supportive of the Academy ethos

If this is you, we would really welcome your application

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development, including the opportunity to undertake related qualifications.
- National Terms and Conditions of Employment.
- Local Government Pension Scheme
- The opportunity to work as part of a growing Trust and shape this role.

Details of the school can be found on the school website:

<https://www.sthelensprimaryschool.co.uk/>

CLOSING DATE:

Applications must be received by: Monday 23rd October 2023 09.00am
Short Listing will take place on: Tuesday 24th October 2023
Interviews will take place on: Week commencing 6th November 2023

HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to recruitment@nllt.co.uk or by post to Northern Lights Learning Trust, Spectrum Business Park, Lighthouse View, Building 2, Seaham, SR7 7PR

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, please contact Lisa Cockburn, Chief Operating Officer, on 01915947033 (option2).

JOB DESCRIPTION

Post: Office Manager

Responsible to: Head of School, Governors, Board of Directors

Responsible for: Staff and resources within their school

Salary band: NJC 15-20

Start date: As soon as possible

Job Purpose:

- Manage whole administrative function of the school office, premises and resources, ensuring appropriate line management of and delegation to site and admin staff.
- Accountability for leading all aspects of the schools' finances in accordance with Trust procedures.
- Provide efficient, and effective customer services, providing a first point of welcome for a range of stakeholders.
- Develop and implement improvements to administration and processes to promote efficiencies.

KEY RESPONSIBILITIES

- Role requires working with a team
- Role requires attendance at any training courses relevant to the post, ensuring continuing, personal and professional development.
- Role requires the post holder to present self as a role model to pupils and other team members in speech, dress, behaviour and attitude, in keeping with the Trust vision and values.

Administration:

- Plan, develop, organise and monitor support systems, procedures and policies including emails, phone calls, messaging services, social media, school calendar etc., in a timely manner, following internal procedures
- Be responsible for the management of other administrative staff, carrying out their annual performance review and arranging for appropriate training, including any apprentices, on a regular basis
- Ensure the academy management information systems are developed and maintained in line with the schools' needs
- Produce, and respond to, correspondence in a timely manner
- Manage service contracts, school licenses and insurance
- Prepare and complete documents and returns in relation to admissions, induction and registration procedures and transfers to other schools, managing the pupil information systems
- Ensure all of the schools' ICT systems remain up to date and secure

- Develop and maintain record and information systems for both pupils and workforce
- Responsible for completion and submission of forms, returns etc., including those to outside agencies [e.g. Census, ESFA etc.]
- Liaise with other staff, pupils, parents/carers and external agencies
- Manage the marketing and promotion of the school through website, social media, newsletters, brochures etc.
- Be a first point of contact for visitors and parents, creating a welcome, friendly customer service– answering queries, resolving problems and making decisions where appropriate
- Provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities as necessary.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents and ensuring procedures are followed.
- Manage maintenance of the School website and social media, ensuring statutorily compliant with information available for a range of audiences
- Provide hospitality to visitors and for meetings held in school where needed.
- Prepare, maintain asset registers and logs of all IT equipment, peripherals, repairs and upgrades
- Liaise with contractors to ensure all work carried out is to a high standard and in line with requirements

Finance:

- Plan, monitor and manage the schools' delegated budgets, evaluating and producing termly reports verbally, manually and electronically, for the Chief Finance Officer and local governing body which enable effective self-evaluation, providing value for money.
- Day to day responsibility for all financial resources i.e. accounting for, reconciling and security of all money (cash, cheques and online payments, debt) received into school for all income streams, future and present, e.g. school meals, educational visits, donations, extended services, wraparound care, uniform, etc.
- Ensuring ordering, delivery and payment procedures are followed in line with the Academy Finance Handbook, recording all transaction on financial systems and using online banking services to make payments.
- Ensuring all income and expenditure is recorded, banked/paid and reconciled in a timely manner in accordance with the Academy Finance Handbook and Financial Regulations.
- Ensuring all records are completed at the month end, in line with specified deadlines from the Chief Finance Officer
- Carrying out financial processing including accounting for all expenditure and income within the financial programme and paper records kept and updated regularly for Main School Budget and all school funds.

- Managing reconciliation of the online parent payment system and input of associated transactions.
- Providing ongoing assistance and guidance on administrative issues to senior staff, Chief Operating Officer, Chief Finance Officer and others including updates to the Local Governing Body
- Ensure efficient timetabling of Breakfast and After school club staff, monitoring budgets half termly to determine sustainability of the business.
- Ensure efficient recording of school meals, monitoring income and expenditure and reporting as required to the central team.
- Determine best value SLA's, working with the SLT, COO & CFO, and submit SLA agreements
- Source quotes for work needed, ensuring best value for money.

Human resources:

- Provide assistance to the Headteacher and Chief Operating Officer, with arrangements for staff appointments
- Liaise with Chief Operating Officer and central HR team with regard to the preparation of contracts
- Ensure accurate and timely input into the payroll system with any contract changes, overtime claims, expenses claim etc.
- Ensure DBS documents are completed, checked and monitored in accordance with safeguarding procedures
- Ensure Single Central Register is kept up to date and compliant
- Ensure Recruitment processes are legally compliant
- Arrange supply cover for absent staff, monitoring absence and leave of absence requests along with management of return-to-work processes

Health and Safety:

- Ensure the health and safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Manage the area of health and safety, including records, risk assessments e.g. security breaches, accident records, asbestos awareness, fire safety
- Act as Fire Warden when on site.
- Oversee 'EVERY' system ensuring compliance in all areas
- Work with site staff to ensure premises are clean and in good condition.
- Line manage Premises Assistants
- Liaise with SLA managers to ensure the school are receiving good service and value for money
- Manage and promote lettings and the use of premises and associated income
- Ensure systems are in place to enable the identification of hazards and risk assessments and the reporting of any incidents to the Chief Operating Officer, Local Governing Body or Health and Safety Executive.
- Ensure the maximum level of security consistent with the ethos of the schools.

- Ensure safeguarding procedures and monitoring of those on site meets safeguarding requirements

Other Duties

- Carry out any other duties commensurate with the role that the Headteacher may direct from time to time.
- Participate in the Performance Management system for the appraisal of own performance.

Additional responsibilities – the post holder must:

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;
- Demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment;
- Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust;
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information;
- Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct - Staff Behaviour Policy, Child Protection Policy and all other Trust Policies;
- Comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

PERSON SPECIFICATION OFFICE MANAGER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Completed application form		Application
EDUCATION	2. GCSE C or above in Maths and English (or equivalent) 3. GDPR Training by an external provider	4. NVQ level 4 in Business or Finance (or equivalent) or commitment to working towards. 5. Further qualifications in IT 6. Current valid driving licence and appropriate car insurance for business use 7. Willing to attend relevant training including recruitment, safety and safeguarding	Application Certificates
EXPERIENCE	8. Experience in managing and reporting on budgets 9. Experience of establishing and maintaining financial systems 10. Experience of establishing and maintaining information based systems 11. Experience of being an effective member of a team and accountability for managing staff	14. Experience of data analysis. 15. Previous experience of planning, developing and monitoring admin support systems.	Application Interview References

	<ul style="list-style-type: none"> 12. Evidence of using initiative to effect change 13. Working within an admin setting in a School. 		
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> 16. A working knowledge of a MIS system e.g. SIMS/Scholar Pack 17. A working knowledge of Finance system e.g. FMS/PS Financials 18. Thorough knowledge of Microsoft Office 19. Knowledge of accounting and banking procedures 20. Ability to manage the finances of the school, analyse information and report this information to the governing body, offering solutions 21. Excellent ability to communicate verbally and in writing with a wide range of stakeholders both internal and external 22. Organisational skills 23. Problem solving, negotiating and decision-making skills. 24. Ability to multi-task, manage own time and that 	<ul style="list-style-type: none"> 28. Experience of stock monitoring and maintaining inventories 29. Knowledge of Health and Safety requirements in Schools including Fire Safety. 30. Knowledge of website maintenance 31. Knowledge of Government funding streams i.e. pupil premium, sports premium and 3-year-old funding 32. Knowledge of School policies and procedures 	Application Interview References

	<p>of the team effectively and work to deadlines, prioritising where necessary</p> <p>25. Excellent Literacy and Numeracy skills</p> <p>26. Knowledge of safeguarding.</p> <p>27. Willingness to undertake further training</p>		
<p>PERSONAL ATTRIBUTES</p>	<p>33. Ability to create a friendly welcoming atmosphere for all visitors to the school</p> <p>34. Ability to listen sensitively and deal with people in a sympathetic and tactful way</p> <p>35. Professional, positive and flexible approach to work</p> <p>36. Ability to use initiative in a fast-paced office environment</p> <p>37. Ability to work to tight deadlines under pressure</p> <p>38. To uphold confidentiality at all times</p> <p>39. Enthusiastic and self-motivated</p> <p>40. Ability to work alone and lead a team</p> <p>41. Ability to work with a range of professionals</p> <p>42. Understanding and a commitment to</p>		<p>Work related tasks</p> <p>Interview</p> <p>References</p>

	<p>equal opportunities for children and adults</p> <p>43. A caring attitude towards pupils, colleagues and parent and the ability to establish and maintain good relationships</p>		
OTHER	<p>44. Recommendation from both referees</p> <p>45. Fully enhanced DBS clearance with children's barred list check</p>	46. Strong recommendation	References Enhanced DBS certificate