



Northern
Lights
LEARNING TRUST

OFFICE MANAGER
Ian Ramsey CE Academy

**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.

The values of community, pride, support, integrity, and the voice of the child are the foundations of our Trust. It is our mission to ensure they are embedded in everyday life, underpinned by Christianity in our Church schools. Every decision we make recognises that these values can be lived out wholeheartedly across our schools.

We operate on a culture of respect, always mindful of the quote from Maya Angelou: 'People will forget what you said, people will forget what you did, but people will never forget how you made them feel.' 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, OBE
Chief Executive Officer

Welcome from the Headteacher

It is my pleasure to welcome you to Ian Ramsey CE Academy, where I am privileged to serve as Headteacher. We are a popular and oversubscribed secondary school at the heart of the Stockton community and its surrounding villages. There are approximately 1180 pupils on roll with a pupil admission number of 237 in each year group.



I truly believe that every child has the right to receive a high-quality, personalised education irrespective of ability, culture, or denomination, something reflected in the inclusive ethos and vision of Ian Ramsey CE Academy. We live in a rapidly changing society and, as educators, we have a moral obligation to meet the changing needs of the young people whom we are privileged to serve.

We want all our young people to enjoy school and achieve well; we pride ourselves on providing an inspiring learning environment and encouraging our pupils to access all the opportunities that we provide. Our staff nurtures positive relationships, caring for pupils throughout their education, to ensure that they emerge from secondary education well-prepared and furnished with the knowledge, skills, and experiences they will need to flourish in modern British society and live 'live in all its fullness' (John 10:10).

Our Academy's mission statement, '**Together to learn, to grow, to serve**', encompasses our commitment to ensuring all members of our community use the gifts we have been given to serve others to learn as individuals and build the confidence to achieve their aspirations.

Through our DEEP curriculum, we offer all pupils a first-class education based on high-quality teaching and a range of experiences outside of the classroom. Our curriculum aims to provide a broad and inspiring academic experience, which is interesting, challenging, and relevant to the needs of our pupils.

We value the importance of providing a range of life experiences, developing social and leadership skills, independent learning, and supporting our pupils to develop and thrive in new environments. In addition, we aim to remove barriers for pupils, supporting them to become successful in their chosen fields after they transitioned to the next stage of their education, employment, or training.

As Headteacher, I am privileged to work with a team of exceptional practitioners who are determined to ensure that our children realise their potential and pursue the career path of their choice.

Thank you for your interest in our academy. Visits to the school are welcome, by prior agreement. Please contact IRrecruitment@nllt.co.uk to express an interest.

Best wishes,

Mal Patrick
Headteacher

OFFICE MANAGER

Permanent position required as soon as possible

Ian Ramsey CE Academy

NJC SCP 15-20 £27,803- £30,296 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 Ian Ramsey CE Academy. We are looking to welcome enthusiastic and reliable applicants who can support pupils, parents/carers, staff and governors. The successful candidate will liaise and work closely with the Senior Leadership Team and the admin team within the school and will have the opportunity to network with other Office Managers across the Trust, the Trust Chief Operating 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.
- Employee welfare package, including 24-hour GP access and access to whole range of wellbeing package

- Employee benefits package currently in development, including discounts and access to salary sacrifice schemes, including Electric Vehicle Leasing

Details of the school can be found on the school website: <https://www.ianramsey.org.uk/>

CLOSING DATE:

Applications must be received by: Friday 9th February 2024 09.00am

Short Listing will take place on: Monday 12th February 2024

Interviews will take place on: Thursday 15th February 2024

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: Headteacher, 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 and resources, ensuring appropriate line management of and delegation to identified staff.
- Responsibility for supporting with the schools' finances in accordance with Trust procedures.
- Provide efficient, and effective customer services, to a range of stakeholders.

KEY RESPONSIBILITIES

Administration:

- Plan, develop, organise and monitor all systems, procedures and policies for staff and pupils.
- Line management, including appraisal and work allocation for administrative staff.
- Produce, and respond to, correspondence in a timely manner
- Manage service contracts, school licenses and insurance for appropriate departments
- Responsible for completion and submission of forms, returns etc., including those to outside agencies [e.g. Workforce Census, ESFA etc.]
- Support with the management of the school website, social media, newsletters, brochures etc ensuring statutory compliance.
- Act as first point of contact for all stakeholders, ensuring positive relationships at all times.
- Support wider school activities as directed by the Headteacher.
- Ensure appropriate pastoral and first aid care for pupils and staff.
- Provide hospitality as required.
- Liaise with contractors to ensure all safeguarding checks and statutory requirements are completed as directed by the Headteacher
- Liaise with senior staff, Chief Operating Officer and others including reports to the Local Governing Body.

Finance:

- Support with day to day management of financial resources and procedures including reconciling and security of all money received and debts incurred, as directed by Headteacher

- Ensuring procedures are followed in line with the Academy Finance Handbook and financial regulations.
- Support school meals administration, communication with parents and carers as directed by the Headteacher
- Support with annual SLA cycle, working with the SLT, COO & CFO to submit SLA agreements
- Liaise with the site manager to obtain quotes for work needed, ensuring best value for money.

Human resources:

- Provide assistance to the Headteacher and Chief Operating Officer, with arrangements for all recruitment ensuring legal compliance
- 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
- Ensure DBS documents are completed, checked and monitored in accordance with safeguarding procedures
- Support Headteacher with staff absence management ensuring recording and report processes are carried out.
- Provide assistance with compliance of training records for all staff, policy compliance through EVERY system and case management of absence as directed by Headteacher
- Responsibility for maintaining the Single Central Record.
- School policy and HR compliance through EVERY system.
- Ensure input of payroll administration and personnel files maintenance as directed by Headteacher

Health and Safety:

- Ensure the health and safety policy is implemented at all times.
- Manage health and safety procedures and processes for the school.
- Act as Fire Warden.
- Oversee 'EVERY' system ensuring compliance in all areas.
- Manage and promote lettings
- Manage the accident and incident reporting process for the school
- Support with systems 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 safeguarding policy and procedures are followed at all times.

Other Duties

- Carry out any other duties commensurate with the role as directed by the Headteacher.
- Participate in the Performance Management.

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	<ol style="list-style-type: none"> 1. Completed application form 		Application
EDUCATION	<ol style="list-style-type: none"> 1. GCSE grade 4/C or above in Maths and English (or equivalent) 2. Other qualification in a relevant field and/or relevant experience 	<ol style="list-style-type: none"> 1. NVQ level 4 in Business or Finance (or equivalent) or commitment to working towards. 2. Further qualifications in IT 	Application Certificates
EXPERIENCE	<ol style="list-style-type: none"> 1. Experience of being an effective member of a team and accountability for managing staff 2. Evidence of using initiative to effect change 	<ol style="list-style-type: none"> 1. Experience of data analysis. 2. Previous experience of planning, developing and monitoring admin support systems. 	Application Interview References
SKILLS AND KNOWLEDGE	<ol style="list-style-type: none"> 1. An understanding of banking procedures 2. Working knowledge of Microsoft Office 3. Ability to communicate verbally and in writing with a wide range of stakeholders 4. Organisational and problem-solving skills. 	<ol style="list-style-type: none"> 1. Knowledge of Health and Safety requirements in Schools including Fire Safety. 2. Knowledge of website maintenance 3. Knowledge of Government funding streams i.e. pupil premium, sports premium and 	Application Interview References

	<ol style="list-style-type: none"> 5. Multitasking, time management and prioritisation. 6. Excellent Literacy and Numeracy skills 7. Awareness of safeguarding requirements in a school. 	<ol style="list-style-type: none"> 4. Knowledge of School policies and procedures 	
PERSONAL ATTRIBUTES	<ol style="list-style-type: none"> 1. Empathetic approach and integrity at work. 2. Professional, positive and flexible approach 3. Ability to be enthusiastic and motivated while working in a fast paced - environment 4. To uphold confidentiality at all times 5. Demonstrate equality in the workplace. 6. Ability to establish and maintain good relationships 		<p>Work related tasks Interview References</p>
OTHER	<ol style="list-style-type: none"> 1. Willingness to undertake further training 2. Recommendation from both referees 3. Fully enhanced DBS clearance with children's barred list check 		<p>References Enhanced DBS certificate</p>

References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

DBS:

Northern Lights 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.**Safeguarding:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Pre-employment occupational health:

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equal opportunities:

Northern Lights Learning Trust 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.