



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 as soon as possible

St Helen's Primary School

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 St Helen's Primary in Hartlepool. 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
- 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

CLOSING DATE:

Applications must be received by: Wednesday 14th February 2024 at 9am

Short Listing will take place on: Thursday 15th February 2024

Interviews will take place on: Friday 16th 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).

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

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

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.
- Responsibility for 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 and site staff.
- Produce, and respond to, correspondence in a timely manner
- Manage service contracts, school licenses and insurance
- Manage admissions, induction, registration and transfer procedures.
- Responsible for completion and submission of forms, returns etc., including those to outside agencies [e.g. Census, ESFA etc.]
- Manage 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 Head of School.
- Provide appropriate pastoral and first aid care for pupils and staff.
- Provide hospitality as required.
- 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, producing termly reports for the Chief Finance Officer and local governing body.
- Day to day responsibility for managing financial resources and procedures (e.g including reconciling and security of all money received and debts incurred.
- Ensuring finance procedures are followed in line with the Academy Finance Handbook and financial regulations for budget and school funds.
- Ensuring all records are completed at the month end, in line with specified deadlines from the Chief Finance Officer
- Liaise with senior staff, Chief Operating Officer, Chief Finance Officer and others including reports 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 Head of School 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
- Oversee 'EVERY' system ensuring policy compliance
- Oversee compliance of training
- Ensure all staff personnel files are compliant
- 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 and carry out all HR admin tasks.

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.
- Work with site staff to ensure premises are safe, clean and in good condition.
- Liaise with contractors to ensure good service and value for money

- Manage and promote lettings
- 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.
- Manage security of the school in line with policy.
- 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 Head of School
- 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. A working knowledge of Finance system, accounting and banking procedures 2. Working knowledge of Microsoft Office 3. Ability to manage finances, analyse information and compile reports. 4. Ability to communicate verbally and in writing with a wide 	<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

	<ul style="list-style-type: none"> range of stakeholders 5. Organisational and problem-solving skills. 6. Multitasking, time management and prioritisation. 7. Excellent Literacy and Numeracy skills 8. Awareness of safeguarding requirements in a school. 	<ul style="list-style-type: none"> 3-year-old funding 4. Knowledge of School policies and procedures 	
PERSONAL ATTRIBUTES	<ul 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 		<ul style="list-style-type: none"> Work related tasks Interview References
OTHER	<ul 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 		<ul style="list-style-type: none"> References Enhanced DBS certificate

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.