

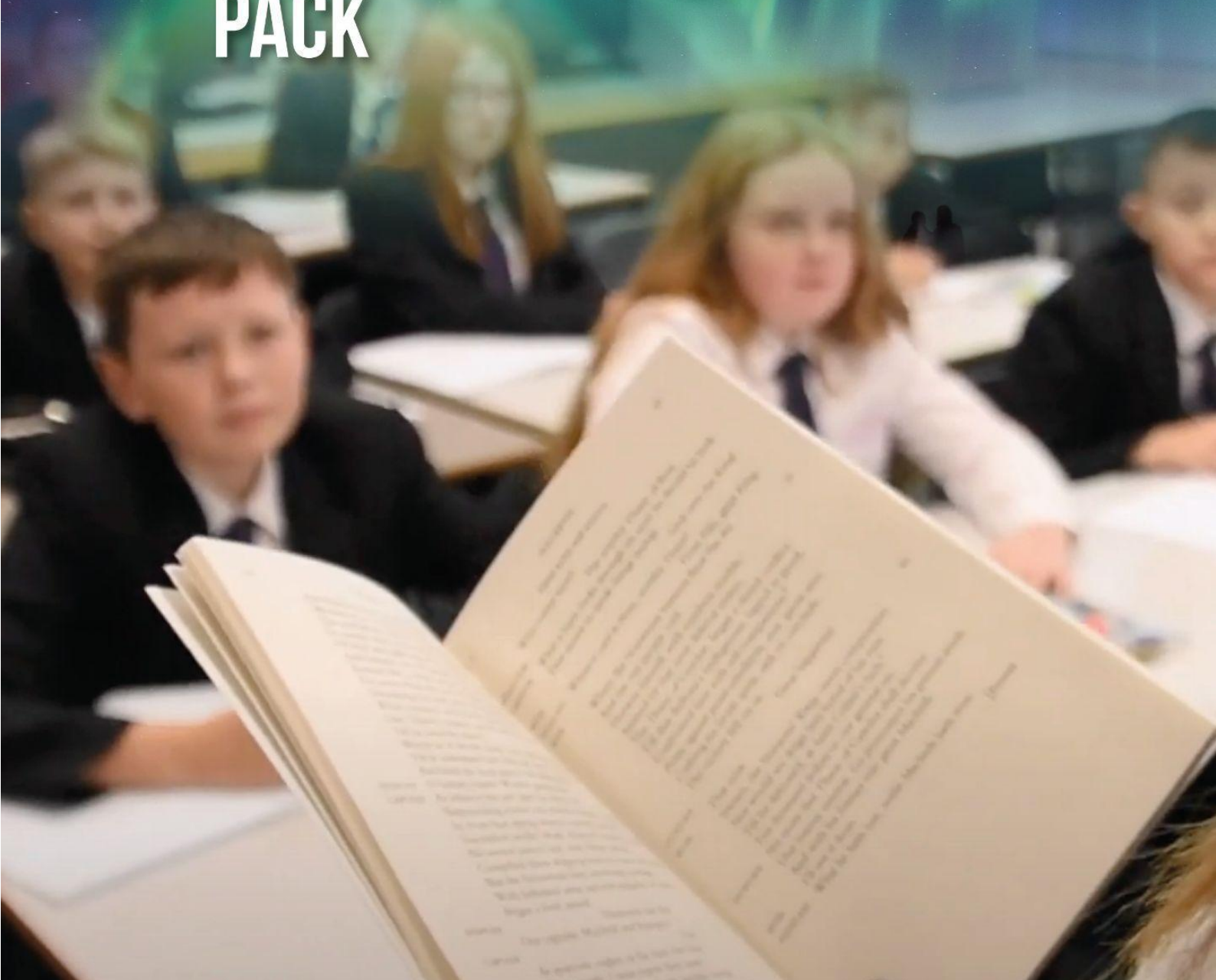


Northern  
Lights

LEARNING TRUST

OFFICE MANAGER  
AT VENERABLE BEDE 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.

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 Venerable Bede, where it is my privilege to serve as Head of School. We are a popular and oversubscribed secondary school serving our local community. We sit on the border of Ryhope, Silksworth and Doxford Wards in Sunderland, but we have pupils who attend our school from across the City and beyond. It is our goal to provide an inclusive education, within the context of our local community, in which the rights of everyone are respected, regardless of personal beliefs. We are proud to be a school at the heart of our community.

We are a medium sized secondary school, built to accommodate 900 pupils. Our fundamental aim is to equip our pupils with the qualifications and skills which they will need to take their place in a modern British society. We hope that we play our part in helping our pupils understand how to live “Life in all its fullness” (John 10:10). Our mission statement is “To create a stimulating, secure and caring environment within which all members of our community will realise their potential in the light of the Christian Gospel.” This is embodied in our school motto: “Soar to the Heights Together”.

We want all of our pupils to reach their full potential. For each of our pupils we hope that with the guidance and support of their families and teachers, each of them will be able to develop their individual talents and fulfil their lifelong goals. I firmly believe that all children should have equal chance of success. It should be our goal in schools to enable all pupils to thrive, instilling in them a thirst for knowledge, and enabling them to understand how they play their part in unlocking their potential.

Every child deserves the right to a broad and balanced curriculum. At Venerable Bede Academy, we offer a **DEEP** curriculum to every child that spans 7 years as we have a range of transitional opportunities with our primaries (Y6) and local colleges (Y12).

Thank you for your interest in our academy. Visits to the school are welcome, by prior agreement. Please contact the school on 0191 5239745 to express an interest.

Kind regards

Tracey Burgess  
Head of School

## **OFFICE MANAGER**

**Permanent position required as soon as possible**

**Venerable Bede 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 Venerable Bede 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

## **CLOSING DATE:**

**Applications must be received by: Monday 26<sup>th</sup> February 2024 at noon**

**Short Listing will take place on: Thursday 29<sup>th</sup> February 2024**

**Interviews will take place on: Wednesday 6<sup>th</sup> March 2024**

## **HOW TO APPLY:**

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to [recruitment@nllt.co.uk](mailto: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.venerablebede.co.uk/>

## JOB DESCRIPTION

Post: Office Manager

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

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 day to day processes for the schools' finances in accordance with Trust procedures as directed by the Head of School.
- 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 where directed by Head of School
- Produce, and respond to, correspondence in a timely manner
- Manage service contracts, school licenses and insurance for appropriate departments
- 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 , GIAS 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.
- Liaise with senior staff, Chief Operating Officer, and others including reports to the Local Governing Body.

### **Finance:**

- Day to day responsibility for managing financial resources and procedures including reconciling and security of all money received and debts incurred.
- Act as the school contact for all finance procedures.
- Ensuring finance procedures are followed in line with the Academy Finance Handbook and financial regulations for budget and school funds.
- Ensure efficient recording of school meals and reporting of school meals debt.
- 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 all recruitment ensuring legal compliance
- Provide assistance with compliance of training records for all staff, policy compliance through EVERY system and case management of absence as directed by Head of School
- Support Head of School with staff absence management ensuring recording and report processes are carried out.
- Provide assistance with input of payroll administration and personnel files maintenance as directed by Head of School
- Liaise with Chief Operating Officer and central HR team with regard to the preparation of contracts
- Ensure DBS documents are completed, checked and monitored in accordance with safeguarding procedures
- Ensure Single Central Record is kept up to date and compliant
- Provide assistance with organising supply cover and carrying out admin tasks
- Ensure input of payroll administration and personnel files maintenance as directed by Head of School

### **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
- Manage the accident and incident reporting process for the school.
- 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.



- Act as a first Aider in line with the established rota and manage any changes within the rota as necessary

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

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