



# Castle Donington College

## Office Manager

(A non- teaching post)

Grade 9 £25,485pa

37 hours/week, 52 weeks/year

**Commencing: Autumn Term 2021**



## Applicant Information Pack

# Office Manager

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Dear Applicant,

Thank you for your interest in the post of Office Manager at Castle Donington College. I hope the enclosed pack will be of interest to you and I look forward to receiving your completed application. This is a non-teaching role, based at the College. We welcome applications from people currently working in educational settings and/or with a focus on School Administration, HR, Compliance, and UK GDPR.

Castle Donington College is a small 11-16 school. In September 2021, we have around 620 students on role across five year groups (Year 7 to 11). The College is situated on the North West edge of Leicestershire on the Leicestershire, Derbyshire, and Nottinghamshire border and within 30 minutes' drive of Nottingham, Derby, Leicester, Loughborough and Burton, being close to the M1 and A50.

We believe we have the makings of a great school. In January 2019 we received an Ofsted rating of 'Good' and continue to strive for excellence in all things. You can be a part of our future.

We are very proud of our community and the students we serve. We are looking for a non-teaching, Office Manager to join our staff, as an inspirational role model with the highest professional standards. We consider this to be a key role at the College. The impact of the successful candidate will be evident through the smooth day to day administration activities, compliance in all areas and successful and safe educational visits for a range of pupils.

The post holder's main responsibilities will incorporate the following broad areas.

- Office Management
- HR Administration
- Staff Absence and Cover
- Educational Visits (specialist training given)
- Policies / Compliance

The successful candidate will play a leading role in the management and delivery of administration functions across the College. They will be expected to undertake training as required to ensure they are suitably qualified for the role. This is a unique and important role supporting the day to day activities within a school. As a Team leader you will motivate your staff to work effectively in supporting teachers and other colleagues. You will ensure that the pupil experience is at the heart of everything you do

All our staff have high expectations of themselves and of the students. They work closely to share best practice and drive school improvement. In a recent staff survey 100% of respondents said that Castle Donington College was a good place to work. We are committed to a happy, purposeful and secure environment that provides the opportunity for all to grow and develop. Our staff are highly valued, well regarded and fully supported. We can offer a coherent programme of induction and we have a strong commitment to professional development. We are happy to support training and hand over activities to ensure confidence for the role. Your development will be a key priority for us, regardless of your experience.

The advertised post comes with challenges and requires someone with resilience, drive and ambition. However, we believe that for a candidate with passion for the responsibilities associated with this post, the rewards will be great. We welcome and encourage prospective candidates to come and visit, to meet our staff and students and to experience first-hand the ethos and values of the College.

Yours faithfully,

Julie Sheppard  
Principal

# Castle Donington College Ethos and Values

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At Castle Donington College, we are concerned, first and foremost with people. The staff and Governors are committed to delivering the best possible experience for all of our students. We care passionately about the quality of education we provide.

We consider strong values to be important and so aim to provide individual care and attention for each child and to create a stimulating environment so that effective teaching and learning can take place. Castle Donington College has the highest expectations of its students both academically and socially.

What students can expect from us:

- A challenging inclusive curriculum
- A wide range of curriculum activities
- Good and outstanding teaching everyday
- Targeted and timely support and intervention
- Outstanding pastoral care
- The highest expectations without exception
- Values rooted in respect, kindness, trust and support
- A safe learning environment free from disruption
- To be well prepared for next stage in education, training or employment and for adult life
- That staff have a good understanding of pupils' strengths and weaknesses and help them to overcome barriers

What we expect from students:

- Excellent attitude to learning, everyday
- A relentless desire to achieve in all areas
- Excellent attendance
- Impeccable conduct every day
- Curiosity and resilience
- To capitalise on advice and feedback in order to improve
- The highest aspirations for the future
- To play an active role in the College community
- Resilience and confidence to succeed

# Office Manager – Personal Specification

<b>Qualifications</b>	
GCSE or equivalent in English and maths	E
A levels or degree qualification	D
Right to work in the UK	E
NVQ2 or equivalent qualification or experience in Business Administration or relevant discipline.	E
Educational Visits Co-ordinator qualification or willingness to undertake training as EVC	E
Possess or must have a willingness to train for the First Aid at Work or Emergency First Aid at Work qualification	E
<b>Knowledge</b>	
Computer literate and have a high level working knowledge of applications including Microsoft Word and Excel	E
Specific and up to date knowledge of UK GDPR appropriate to an educational setting	D
Specific knowledge or willingness to undertake training to fulfil role of Educational Visits Coordinator	E
Knowledge of statutory expectations in secondary academy	D
Previous working knowledge of SIM's and FMS database or similar applications	D
Commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	E
<b>Experience</b>	
Previous experience of working within an education setting	D
The ability to communicate with a wide range of audiences and stakeholders.	E
Able to motivate people to change their behaviour and performance	E
Experience of recruitment, staff development and performance management	E
Experience of leading a team of staff in an admin environment	D
Experience of compiling documentation with accuracy and in a timely way	E
Experience of finding effective solutions to a range of issues	E
<b>Skills</b>	
Able to demonstrate positive relationships and effective outcomes all members of the College community	E
A high degree of emotional literacy	E
Demonstrate a positive outlook whilst maintaining a consistent, no-nonsense approach	E
Able to work without regular supervision, organise workload and demonstrate autonomy, initiative and creativity	E
Excellent organisational skills and willingness to respond positively to changing circumstances	E
Ability to run and produce accurate and up-to-date records and reports as required	E
Strong leadership skills and a strong focus on service delivery	E
Possess integrity, honesty and manage staff effectively and sensitively	E
<b>Personal Attributes</b>	
Commitment to own professional development	E
Work in ways that promote equal opportunities	E
Self-awareness, empathy, ability to manage feelings, motivation and social skills	E
Strong communication, planning, organisational and time management skills	E
High expectations for accountability and consistency	E
Belief in the potential of individuals	E
Effective organisational skills including the ability to meet deadlines	E
Ability to work independently and as part of a team	E
Innovative thinking and solution driven, displaying confidence and independence to work using own initiative	E
Ability to implement imaginative, bespoke and creative solutions to meet the needs of young people	E

# Office Manager Job Description

<b>Job Title:</b>	Office Manager	<b>Reporting to:</b>	Business Manager
<b>Department</b>	Administration	<b>Grade</b>	9 (paypoints 19-22)

## Safer Recruitment Statement

Castle Donington College is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. This post is designated as a *Regulated Activity* and the post holder will be subject to an enhanced DBS disclosure check.

## Responsibilities of all Support Staff

- To make the education, safety and happiness of the students in the College your primary purpose
- To ensure the need to safeguard students' well-being is understood and followed in accordance with statutory provisions and in line with College procedures
- To promote the College aims values and ethos and to abide by policies and procedures in all situations
- To maintain high standards of punctuality and attendance
- To act as a role model by demonstrating a professional level of dress, appearance and behaviour
- To treat all members of the College community (staff, students, parents, Governors and visitors) with respect and dignity and at all times observe proper boundaries
- To know and always act within the statutory frameworks which set out your professional duties and responsibilities
- To show a tolerance of and respect for the rights and beliefs of others. To ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law and do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- To participate and engage fully in relevant college-based meetings and training activities, within contracted hours, including the appraisal process
- To respond speedily and appropriately to parental concerns, as appropriate to the role

## Responsibilities of Office Manager at Castle Donington College

Key responsibilities include:

### Day to Day Office Management And Administration

- Responsible for the day to day management of the College office and administrative functions.
- Manage the office team, providing administrative, reception and reprographics support for the whole College.
- Manage the Midday Supervisor and cleaning team ensuring effective daily cover.
- Promoting a business-like office environment and promoting good relationships.
- Ensure all telephone and personal enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the College.
- Working with the Senior Team and Clerk to the Board of Trustees to ensure Policies are compliant and updated in a timely way
- To liaise with Data Protection Officer to ensure compliance with Data protection and UKGDPR legislation
- Preparing reports to support the Senior Leadership Team including analysing data to identify various facts and trends to support them with making important decisions.
- Organise the office workload, including forward planning, work allocation and monitoring, providing guidance and advise, training and induction of staff as part of delivering flexible, efficient and cost-effective support service.
- To motivate staff and encourage teamwork and good practice in order to achieve excellent standards of service delivery.
- Responsible for the retention and destruction of the personal data in line with the retention and destruction policy.

- Make maximum use of the College's information and communications technology including the effective management of databases and overseeing all written communication.
- Provide first aid assistance to staff, students and visitors as and when necessary;
- Organisation of first aid provision to ensure the College has adequate first aid coverage by maintaining up to date training for qualified staff and recommending staff for training where necessary.
- Undertaking any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post.

#### **Staff absence and organisation of cover**

- To co-ordinate staff absence requests and emergency absence ensuring all lessons and events are covered effectively.
- To organise timely and effective cover in the event of staff absences.
- Put in place daily cover arrangements for absent staff, liaising with the College's cover Supervisors and Cover agencies as required.
- To arrange temporary teaching staff cover, and to induct and check safeguarding documentation of agency staff with an awareness of financial pressures.
- To communicate cover arrangements in an effective and timely way to all relevant staff.

#### **HR Administration:**

- Deputise for the Business Manager where appropriate.
- Advise and assist the Principal and Trustees on school administration, policy and procedure.
- Manage and record staff absences in accordance with the College's absence management policy.
- Support the Business Manager on the effective monitoring and implementation of absence management procedures including conducting or supporting absence and welfare meetings.
- Provide HR support to the Business Manager including drafting of contracts, pre-employment and safer recruitment checks.
- Support recruitment processes including advertisements, dealing with application enquiries, obtaining references and DBS clearance.

#### **Educational Visits Coordinator**

- Act as the Academy EVC (Educational Visit Coordinator), being responsible for the College visits administration including assisting with the planning, collection of paperwork, the booking of venues, buses and administering and the risk assessment process in liaison with the visit leader.
- Be responsible for acquiring and maintaining up-to-date knowledge of, legal and health and safety compliance and any changes which occur within the Education visit field.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job. This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

September 2021

# How to apply

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<b>Appointment of</b>	Office Manager
<b>Start date</b>	Autumn Term 2021
<b>Closing date</b>	17th September 2021
<b>Interview date</b>	w/s 20 <sup>th</sup> September 2021

To apply;

1. Request an application form from [ldeley@cdcollege.uk](mailto:ldeley@cdcollege.uk)
2. Complete the application form and attach a letter of application, no more than two sides of A4, which sets what you feel you can contribute to the post. Ensure that your letter of application includes information about your current expertise and experience.
3. Email the application form and letter to: [ldeley@cdcollege.uk](mailto:ldeley@cdcollege.uk)

Or

Post in an envelope clearly marked 'Office Manager Vacancy' to:

Lorraine Deley,  
Principal's PA  
Mount Pleasant  
Castle Donington  
Derby  
DE74 2LN

If you are shortlisted you will be contacted by email or letter with further details prior to interview.

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**Please be aware, as the applicant, you are responsible for ensuring your application reaches us before the deadline/closing date. Late applications will not be accepted.**