



 **Office Coordinator Application Pack**

Contents

[Letter from Catherine Paine, Chief Executive Officer 3](#_Toc155700615)

[Our Cornerstones and Touchstones 5](#_Toc155700616)

[The role 7](#_Toc155700617)

[The application 9](#_Toc155700618)

[The application process and timetable 9](#_Toc155700619)

[Safeguarding, Safer Recruitment and Data Protection 10](#_Toc155700620)

[Job Description 11](#_Toc155700621)

[Person Specification 14](#_Toc155700632)

**Letter from Catherine Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Catherine Paine**

**CEO**

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

**Office Coordinator Scientia Academy Mona Road, Buton-on-Trent, Staffordshire, DE13 0UF**

# The role

**Post**: Office Coordinator

**Hours**: 37 hours per week, term time only to include 5 inset days plus 2 weeks

**Salary**: REAch2 SCP 23 – 27 (£32,076 - £35,745 pro rata)

Scientia Academy has an exciting opportunity for an individual to join the school and REAch2 Academy Trust as an Office Coordinator to ensure the daily administration and smooth running of the school office. The office is the hub of the school where a wide range of demands need to be met to a very high professional standard. The key purpose of this role is to ensure the daily administration and smooth running of the school office working alongside the Headteacher and Trust Shared Services Teams.

The Office Coordinator will actively embrace the REAch2 Academy Trust’s Touchstones, and through the delivery of the strategic priorities, strive for equity, equality, and inclusion for all.

There will be a strong focus through the work of the Office Coordinator on the Trust’s commitment to sustainability and the enhanced use of technology, to support both the delivery of education and drive to improve the efficiency of systems and processes.

**Candidates should have:**

* experience working in a general office / administration environment
* experience working with and be proficient in Microsoft Office packages such as Word and Excel
* experience of reception work - being first point of contact with customers and visitors
* good spoken and written communication skills
* good attention to detail
* the ability to compose a clear message via email or letter
* the ability to meet deadlines
* the ability to work effectively with a wide range of people

**In return we can offer:**

* A wide range of professional development opportunities,
* A competitive salary,
* 29 days’ paid holiday (rising to 32 days after 5 years’ service) (pro rata for part-time or term-time only)
* Membership of the Local Government Pension Scheme LGPS,

As part of REAch2 employee benefits we also offer an eye care scheme, access to an Employee Assistance Programme for you and your immediate family and membership of ‘perks at work’ – which includes discounts on holidays, shopping, family days out and much more.

**Background Information about the School**

Scientia Academy is a busy, popular two-form entry primary school with a Nursery offering 15- and 30-hour provision. We offer a friendly and stimulating environment, where children are encouraged to become confident, caring, articulate and independent learners on their journey to secondary education and use their abilities to the full. We provide a calm and happy atmosphere and set high standards of kindness, respect and responsibility for all children and adults.

We are committed to inclusion and provide a safe, nurturing environment where all children thrive. We are passionate about realising the life chances for every child.

We are very proud of the social and cultural diversity of our school. The children and staff come from a variety of backgrounds and cultures, and we aim to celebrate the richness that this brings to the school. This diversity is reflected in our curriculum, our policies and procedures and our school environment.

At Scientia the staff are committed to provide excellence in teaching and learning for every child in our school. We are looking for people who will bring these traits to our school as well as complementing the collegial atmosphere that already exists here at Scientia. If you feel that Scientia is the right type of environment for you then we would love to hear from you.

# The application

You are invited to submit an application form to the Recruitment Team using **recruitment@reach2.org**

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact Miss Bye **Headteacher** using 01283 248100

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:**  | **8 May 2024 at 12.00 pm noon** |
| **School visits:**  | Please contact the school office on Telephone Number 01283 248100 to arrange a school visit |
| **Interviews:**  | TBC |
| **Contract details:** | Permanent, Full-time, term time only to include 5 inset days plus 2 weeks |
| **Salary:**  | Reach2 Payscale - Salary range SCP 23 - 27 - £32,076 to £35,745 FTE pro rata salary |
| **Start date:** | As soon as possible |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

|  |  |
| --- | --- |
| **Responsible to** | Office Co-Ordinator |
| **Scale** | REAch2 SCP Payscales – Actual salary £27,628 |
| **Hours** | 37 hours per week |
|  |  |

**Core Purpose**

The key purpose of this role is to ensure the daily administration and smooth running of the school office working alongside the Headteacher and Trust Shared Services Teams. The office is the hub of the school where a wide range of demands need to be met to a very high professional standard.

The Office Coordinator will actively embrace the Trust’s Touchstones, and through the delivery of the strategic priorities, strive for equity, equality, and inclusion for all.

There will be a strong focus through the work of the Office Coordinator on the Trust’s commitment to sustainability and the enhanced use of technology, to support both the delivery of education and drive to improve the efficiency of systems and processes.

**Responsibilities:**

**General School Support and Administration**

* Leads in the application, organisation and monitoring of administration support systems, procedures, and policies in school, directing and having oversight for the work of the admin team.
* Line Management of administration staff to include directing and having oversight of the work of admin staff, induction, appraisal and supervision. Where required, may also line manage other staff where services are not outsourced or where alternative arrangements are not in place. (i.e. catering, cleaning, site manager)
* Maintains a positive relationship with children (and families) when arriving at school which fosters an open door culture
* Ensures all paper and electronic systems e.g. Management Information Systems (MIS), HR Information System (HRIS), Assessment Systems, Asset Management systems are up to date and the completion of year end processes are carried out i.e. pupil MIS year-end
* Ensures that internal and external reports and returns i.e., Workforce and Early Years (where applicable) Census, Local Authority (LA) and other returns relating to Government initiatives e.g. Tutoring Programme are accurate and submitted within agreed timescales
* Provides administration support to the Headteacher and wider Senior Leadership Team, including the Local Governing Body (LGB) where alternative arrangements are not in place i.e. supporting with minutes when required, updating of GIAS
* Supports the Headteacher with admissions processes to include, liaising with parents and the LA in relation to admissions arrangements
* Ensures that relevant pre-admissions information is collated and stored correctly within the MIS (manually and via the CTF process), and supports with the planning and delivery of open days, communication regarding applications and parent visits
* Supports the Headteacher with the identification and arrangements for supply cover (for both sickness absence and training) and also where required
* Leads on the booking of relevant training (for courses outside of REAch2 and therefore not bookable via Access)
* Adapts and reacts to situations that occur in school that are unexpected

**Data Protection and Requests for Information**

* Supports the Headteacher with the management of complaints, ensuring that responses are made within specified timelines and accurate records of actions taken are captured and stored, as outlined in the Trust’s Complaints Policy.
* Receives, records and processes Subject Access Requests (SAR), Freedom of Information Requests (FOI) and other Data Requests ensuring that responses are provided within agreed timelines and as per statutory requirements
* Ensures all office and administrative systems and records adhere to the Trust’s Data Retention Policy and Data Protection and General Data Protection Regulations (GDPR) and where data breaches occur, reporting to the Data Protection Officer (DPO) and supporting with the collation of information at school level.

**Finance and Procurement**

* Responsible for the management and audit of resources, ensuring sufficient stock of materials for the school to run effectively, to include learning resources and equipment
* Responsible for the purchase order and goods receipting process and processes invoices for the school in line with the Trust’s Scheme of Delegation and Procurement Policies and Procedures
* Receives School Fund/PTA/Fundraising monies, records and banks as per local arrangements
* Allocates payments received for extra-curricular clubs, wraparound care and nursery to parent accounts within relevant booking system as identified within Trust Income Reports
* Administration of the cashless pay system – ensuring accurate records are maintained i.e. recording of lunches taken, school trips and monitoring of outstanding payments
* Leads on the application of external funding/bids and promotes opportunities to bring in additional income i.e via census day school meal initiatives
* Records procurement card transactions and ensures reconciliation with statements, for Headteacher’s approval (may hold a procurement card where this is not held by the Headteacher or other senior leader)
* Submits invoices and receipts to the Finance Shared Service Team for processing
* Monitors the performance and delivery of existing school contracts and the of service level agreements (SLAs) with support from the relevant Shared Service Teams i.e. Catering
* Supports the Headteacher with the tracking of spend against plans for non-pooled income i.e. Pupil Premium, Sports Premium, SEND/EHCP

**Health & Safety**

* Ensures that the record of pupils’ allergies and dietary requirements within the pupil MIS is up to date and that changes are communicated to Catering and other relevant staff in school
* Supports the Headteacher to review first aid and fire marshal needs, to identify sufficient first aiders and marshals and ensures appropriate training is booked and attended (may also hold a first aid or fire marshal role.
* Reports and records Health and Safety incident/concerns and liaises with the Site Manager and Shared Services Health and Safety Team i.e, prevent of accidents, safety of equipment etc.
* Provides information to the Headteacher or other relevant staff, to aid the compilation of risk assessments using the Trust’s Risk Assessment templates
* Supports the Headteacher and Site Manager with the co-ordination of evacuation procedures where required
* Ensures that school vehicles have an up-to-date MOT, insurance and that drivers are appropriately qualified

**People and Payroll**

* Provides administration support for recruitment: advises Recruitment Team of vacancies, reserves a room for interviews, liaises with the Panel, verifies documents and uploads paperwork to HRIS
* Oversees onboarding and offboarding of any direct reports, including the management of induction, allocation of equipment and communication to wider school team
* Records staff sickness absence and other leave via the HRIS, uploads fit notes and supporting documents to employees’ electronic files, supports line managers with the monitoring and escalation of absence issues to the Shared Services Team
* Accurately records monthly payroll changes within the secure school payroll channel, following Headteacher sign off i.e. additional hours worked, unpaid leave, temporary contract uplifts, changes to hours, pay changes
* Maintains electronic staff records i.e. inputting staff absences, uploads documents to staff records i.e. fit notes, training certificates and updates personal data outside of the employee self service module
* May be required to support the Headteacher and other line managers with the submission / collation of probation, performance review, appraisal and sickness management information
* Submits approved external supply agency returns (electronic timesheets or similar) to ensure accurate charging of supply agency fees

**Marketing and Communications**

* Maintains the school’s social media accounts, uploading content and responding to comments as appropriate
* Maintains the school’s website, ensuring content is up to date and in line with statutory requirements
* Ensures effective communication systems between the school office and stakeholders e.g. staff, parents, governors and the local community
* Compiles, creates and publishes the school newsletter/communications
* Supports the Headteacher to market the school by organising open / celebration events, parent evenings.
* Manages the production of marketing materials, including pupil induction packs and other external communications / Press coverage to promote the school
* Develops and maintains constructive relationships with all stakeholders including parents, governors, staff, suppliers, external agencies and Trust Shared Service Teams

**Premises, IT and Asset Management**

* Works with the Headteacher and Shared Services Teams to ensure a safe environment for everyone in school
* Reports site related incidents in the absence of the Site Manager and where immediate action is required, escalates to the Cluster Surveying Partner or external contractor for support
* Liaises with Shared Service Teams and external contractors on site to support compliance checks , e.g. water hygiene, asbestos management, fire safety systems, electrical safety and others where alternative arrangements are not already in place
* Liaises with external organisations using the school premises for lettings and the Headteacher, Site Manager and Cluster Surveying Partner, to ensure that the requirements as outlined within the Trust’s Lettings Agreement are in place
* Monitors and reports changes to the status of assets as per the Trust’s Financial Procedures Policy
* May act as cover key-holder

**Safeguarding**

* Maintains the Single Central Record and ensures that information remains correct and up to date
* Supports the Headteacher to create and maintain a secure and safe environment for staff and students
* Adheres to the school’s safeguarding policy and procedures
* Uses the relevant school safeguarding systems to record and report any safeguarding or pupil safety concerns in line with Trust and locally agreed procedures

**Line Management**

* Manages the Office Administrator: sets objectives/priorities, monitors workload and provides support
* Provides opportunities for personal development and shares learning and best practice

**Other Requirements**

* Participates in training and performance management as required
* Up-to-date Enhanced DBS Disclosure

The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the role.

**Person Specification**

**E = Essential D = Desirable**

|  |  |  |
| --- | --- | --- |
| **Criteia** |  | E / D |
| **Knowledge** | Standard office proceduresMicrosoft Office: Word and Excel to produce documents and basic spreadsheetsTrust policies and proceduresDatabase / Management Information SystemsAdmissions processGDPRBasic cash transactionsBasic Health and SafetySingle Central RecordSafeguarding | EEDDDEEDDD |
| **Experience** | Relevant experience of working in a general office /administration environment Proficient in Word and ExcelUsing database / management information systemsOffice / reception management / first contact with customers / visitors Experience of working with standard office equipment e.g. photocopierWorking closely as part of a team and/or line management others Standard office proceduresFollowing process e.g. purchase ordersExperience of handling, recording and banking moniesMonitoring service deliveryResponding to a SAR / FOISupporting response to complaintsMaintains electronic recordsOrganising / marketing an eventUsing social media | EEDEDEEEEDDEDD |
| **Skills & Ability** | Good level of spoken and written English to communicate confidently, effectively, and accurately Good level of numeracy and analytical skills to reconcile financial transactions and perform basic calculationsCommunicates in a clear, concise and polite manner on the telephone and face to facePrecision in the use of keyboard; can compose a clear message via email, letters and reportsCreative skills to produce newsletters and organise events Good ‘customer’ service to promote the school and ensure parent / carer engagementAdhere’s to policy and procedureCompletes work with accuracy and good presentationDevelops and maintains effective working relationships with a wide range of peopleOrganises own work in line with school’s annual Calendar Trains others (Administrator)Arranging meetingsSupervising work of othersConfidentiality Sensitivity to managing personal / challenging situations | EEEEDEEEEEDDEEE |
| **Training** | Open to personal development / willing to undertake job related training | E |

All staff are expected to understand and be committed and to contribute to Trust’s commitment to Equal Opportunities for all.