

Widford Lodge School

School Office Manager and PA to Headteacher

Candidate Recruitment Pack



Headteacher's Welcome

We believe that children who are happy and secure in their learning environment are more likely to achieve their potential.

Traditional values are at the core of the school's philosophy whilst we prepare young people for a rapidly changing world.

Dear Applicant,

Thank you for your interest in the current office manager vacancy at Widford Lodge School. The vacancy has arisen as a result of the current office manager retiring after 6 years of service to the school.

Widford Lodge is a unique and special learning environment. We have been inspiring a love of learning in pupils between the ages of 2½ and 11 since 1935. We are set in beautiful grounds on the edge of Chelmsford, not far from the A12.

In November 2022 an inspection by ISI assessed us as a “**excellent**” for pupil's achievements and personal development.

Our **vision** is simple - to enable all of our children to flourish in a happy and nurturing environment. We have a strong sense of community amongst pupils, staff and parents; we empower pupils and staff so that children can fulfil their potential and develop into confident and curious learners. We provide opportunities for pupils to take part in a variety of sports, music and drama activities, to help care for our chickens and to spend time with our school dog, Bonnie. Forest school, trips and visitors enhance the pupils' learning experiences, our extended opening hours of 7:30am to 5.30pm enable pupils to participate fully in all that we have to offer.

Please come and explore our school and see how our children learn, grow in independence and become well rounded and resilient young people ready for the challenges and opportunities their lives will bring.

For further information about our school, please visit our [website](http://www.widfordlodge.co.uk) www.widfordlodge.co.uk

To arrange a visit to the school, or to discuss the role further, please contact me, Michelle Cole on **headteacherpa@widfordlodge.co.uk**

I look forward to welcoming you to our school.

Michelle Cole A.C.I.B. – P.G.C.E.

Headteacher



About Widford Lodge School

We are proud of our record of achievements. Widford Lodge pupils reach their full potential, flourish in a nurturing environment and develop a love of learning

Widford Lodge School is set in a secluded setting on the outskirts of Chelmsford, close to the A12 with convenient access from all of Chelmsford, Brentwood and surrounding towns and villages.

Widford Lodge School was founded in 1935 by the Witham family, as an all-boys boarding school. During the Second World War, we acquired the distinctive school hall when the school was commandeered by the local ambulance corps. In 1985, we introduced the Pre-Prep, accepting boys aged four to seven. At the end of the 1980s, we became a day school. In the early 1990s, Widford Lodge became a co-educational day school for children between the ages of 2½ and 11 years old.

Our deceptively compact school site includes school buildings in an elegant manor house and purpose-built classrooms. Our grounds include a nine acre sports field (a short walk away), a flood-lit tennis court and all-weather multi-purpose sports area as well as our playground and woods.

We provide a caring, inclusive and diverse environment for our school community, offering a broad and balanced academic curriculum in a stimulating setting full of opportunities in which children can thrive. Each and every one of our pupils are important, and we cherish their individuality and work together to support their all-round wellbeing and progress.

As an independent school, we are able to refine the curriculum to suit our ethos whilst preparing the children for a variety of academic challenges. Many of our children sit the 11+ and take entrance and scholarship exams to local senior independent schools. Our passionate teachers, subject specialists and small class sizes ensure our pupils work at pace, making progress whilst taking increasing responsibility for their work and effort.

Our core values represent the intrinsic principles that guide our actions and serve as our cultural cornerstones: **Honesty, Empathy, Acts of Kindness, Respect and Tenacity.** Our HEART logo was also designed by pupils.

We are proud of our place in the community, and always looking to do more to work in partnership to improve educational provision for all. Charitable work is an important part of our school activities. In 2022 we were presented with the award for best supporting school by the Little Edi Foundation, a Chelmsford based charity that supports disadvantaged young people and their families in Chelmsford.

Our new School Office Manager

Part time: school term time plus 12 days

To commence: April 2024

We are seeking an experienced and enthusiastic administrator to join our school office team in April 2024.

This is an exciting opportunity to join our small office team in our excellent school. The appointee will lead all aspects of school administration as part of the office team. The role includes managing the office team, having responsibility for H.R. functions, providing administrative support for the Headteacher, supporting the Headteacher and Proprietor on strategic and financial matters, leading the management of Health and Safety, managing the school database system, leading the effective marketing of the school in addition to administering first aid for pupils and providing the first point of contact for visitors, staff, parents and pupils.

The successful candidate will:

- Have experience of working in a busy office environment
- Have excellent I.T. , interpersonal and communication skills
- Have leadership experience
- Have experience in H.R.
- Be extremely well organised
- Be motivated to work with young people
- Have a pro-active and positive attitude
- Be able to work collaboratively and independently
- Have a positive approach to change and development
- Have a respectful and caring approach to others and a great sense of humour
- Ideally will have experience of using school data systems e.g SIMS



What we can offer:

- A well-respected school with established partnerships in the local community and with external agencies.
- A collaborative and forward-thinking leadership team.
- A well-resourced working environment with dedicated, supportive and enthusiastic colleagues.
- A lovely school, with great facilities.
- A culture of continual professional development to ensure your success and develop your career.
- A parent community that is very supportive of the school and its aims.
- A thorough induction process to build initial confidence and awareness of whole school approaches and expectations.
- Pension.
- Employee assistance programme.
- Free car parking on site.
- High quality free lunches.
- An attractive rate of pay: depending on experience

A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they meet the initial **essential** criteria under qualifications, knowledge and experience.

	Essential These are qualities without which the Applicant could not be appointed	Desirable Extra qualities which can be used to differentiate applicants
Qualifications	<ul style="list-style-type: none">• 3 A-levels – grade C or above	<ul style="list-style-type: none">• First Aid qualification• Business or Administration qualifications
Experience	<ul style="list-style-type: none">• Working in a busy office• Leading a team• Undertaking H.R. processes	<ul style="list-style-type: none">• Working in a school office• Working in a P.A. role• First Aid experience• Finance knowledge• Marketing and social media
Knowledge	<ul style="list-style-type: none">• Excellent IT skills – all Microsoft Office applications (Word, excel, powerpoint, outlook)• Excellent interpersonal skills: ability to communicate effectively with other school staff including senior leadership team, pupils, parents, suppliers, visitors• Excellent written and verbal communication skills	<ul style="list-style-type: none">• School administrative and regulatory requirements• Change management

Application process

Application Form

- Applicants must use the school's [Application form](#), available from the school's website, vacancies page
- CVs are not accepted.
- Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the training you have completed.

References

- Please make sure your referees are aware of your application and that they are able to provide a swift turn around. Please give the name and contact details of your two most recent employers. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children.
- In the case of references from a school, this should be the Headteacher

It is the School's policy to employ the best-qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, nationality or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS. All new posts within the School are subject to a probationary period.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the Exemptions Order 1975, 2013 and 2020. Therefore all convictions, cautions, reprimands and final warnings must be declared other than those which are “protected” under the Act.

The application

Pay range:	£24,000-£25,500 depending on experience (4 days p.w)
Hours	Part time 4 days per week (5 days is a possibility), Term time plus 12 days
Start date:	16th April 2024
Closing date:	Wednesday 24th January 2024 at 12.00noon
Shortlisting date:	Friday 26th January 2024
Interview date:	Thursday 1st February 2024
Visits to the school:	Please email: headteacherpa@widfordlodge.co.uk
School website link:	www.widfordlodge.co.uk
Send your completed application form to:	headteacherpa@widfordlodge.co.uk
Any questions, call the school office team:	01245 352581



Job description

School Office Manager and PA to Headteacher

Responsible to: Headteacher

Working hours: 8am-4pm 3 days per week, 9:30-5:30pm on Tuesdays during school term time; plus 5 inset days; plus 7 days during school holidays (1 day in October half term, 1 day in Christmas holiday, 1 day in Easter holiday and 4 in summer holiday)

Salary: Actual salary: £24,000 - £25,500 depending on experience (based on 4 days p.w.)

Job Purpose:

Responsible for the strategic leadership, management and development of efficient personnel and support services for the School, including:

- Managing the School office
- Personnel
- Headteacher support
- Strategic management
- Financial management
- Support services
- Data Management
- Support for the school
- Marketing
- First Aid

Key Accountabilities

Lead the office team:

- Provide administrative support for the staff of the school including teaching, site and kitchen staff

- Manage communication into and out of the school office, including electronic mail, phone and in person
- Support the admissions process including contact with prospective parents, management of admission, waiting lists and admissions administration, arranging tours of the school by parents and prospective pupils
- Produce reports as required for the Headteacher, Proprietor and Inspectors
- Administer the school clubs (including Breakfast club and Late Stay), including the sign-up process and liaison with external providers
- Liaise with representatives from the Friends of Widford Lodge (FOWL) to support the smooth arrangement and running of FOWL events
- Support the running of charity events by the school, including liaison with charities
- Arrange transport to school educational and sporting events

H.R.

- Responsible for maintaining the Single Central Register and for ensuring all safeguarding and employment checks are undertaken prior to any new employee joining the school and for contractors/volunteers/peripatetic teachers and club leaders
- Responsible for providing monthly payroll information to the accountant for all School staff, including any annual updates to salaries
- Advise the Headteacher on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal
- Provide all teaching staff with information for the relevant pension, health insurance and long-term sickness insurance and to liaise with the relevant suppliers to maintain up to date data
- Responsible for the recruitment of new staff, including developing job descriptions and person specifications, advertising and, in conjunction with the Headteacher, short-listing candidates, liaising with applicants arranging interviews, including all preparation required
- Issue written conditional offer letters and contracts
- Undertake post-contractual checks e.g. medical checks, arranging safeguarding and induction training
- Responsible for general personnel matters
- Maintain confidential staff records and to ensure that staff records held in the School by others are kept confidential
- Ensure staff training courses are arranged, including monitoring the expiry of training and to ensure training is renewed

- Ensure effective line management, performance management and professional development for all non-teaching staff
- Arrange supply staff when required
- Maintain up to date staff lists

Headteacher support

- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals
- Provide efficient confidential administration and secretarial assistance to the headteacher
- Manage the Headteacher's diary and time including booking appointments, acting as the 'gatekeeper', receiving visitors, providing preparatory support and making travel arrangements
- Open, sort and distribute Headteacher's mail, advising on any urgent matters
- Organise meetings, conferences and events (internal and external) on behalf of the Headteacher , including refreshments and taking minutes as required
- Maintain all school policies, advise the Headteacher when they are due for review and/or are due to be updated due to changes in legislation/guidance; update the policies as required and distribute, including updating on the school website
- Arrange, distribute agendas, minutes and other relevant documentation as required for regular meetings e.g. weekly staff meeting, half-termly Health & Safety meeting, Termly Incident meeting, LSA meetings; Maintain accurate records of all meetings
- Liaise as required with Proprietor, staff (teaching and support), students and parents/carers on behalf of the Headteacher
- Liaise with professional bodies, outside agencies, other schools and organisations etc, and attend to queries as required by the Headteacher
- Maintain up to date information relating to school activities held by other organisations e.g. ISI
- Assist in investigations and casework, for example disciplinary, as required by the Headteacher
- Develop, implement and review administrative procedures and systems putting in place necessary management controls, for example, ensuring required documentation is obtained in order to action changes legally
- Act as the point of contact in relation to any complaints received, referring matters to appropriate members of staff when required

- Arrange student photograph session/s ensuring information system(s) are updated as required
- Arrange and administer whole staff events e.g. end of term functions

Strategic and Financial Management

- Support the Headteacher and Proprietor on strategic development including taking responsibility for reviewing and evaluating the school's development plans
- Lead in the area of support services and help to resolve problems, promoting effective management and strategic leadership
- Work with the Headteacher and Finance Officer to support the preparation of annual estimates of income and expenditure
- Support the Headteacher and Proprietor with reviewing financial management information to identify trends and potential areas for efficiencies
- Responsible for the procurement processes, policies and activities within the School
- Monitor the financial effects of appointments of teaching and support staff and other staffing matters, such as maternity leave or the use of supply teachers
- Support the maintenance of current School insurance arrangements
- Ensure the school's payment system is updated and maintained to incorporate new trips, events, clubs and other items
- Arrange communication with parents and the collection of payments for school trips using the relevant payment system

Support Services

- Lead the management of health and safety, including ensuring all checks are undertaken on time and to standard, maintaining all Health & Safety records, ensuring all Risk Assessments for on-site activities are reviewed and signed off at least annually
- Lead a culture of continuous improvement across the School's administration, working to improve efficiency and effectiveness in all aspects of the School support services
- Support the site manager in maintaining the School's site and buildings
- Support the Computing lead and the Headteacher in maintaining efficient operation of ICT facilities
- Support the Headteacher in overseeing risk management, business continuity, and staff wellbeing
- Oversee the sustainable and environmentally conscious management of School resources, including procurement and facilities management

Data Management

- Ensure that all records within the school database system are maintained and provide reports; including student and staff records, emergency contacts, data required for the completion of returns, for example, for the DfE; to ensure end of year arrangements are completed
- Ensure the computerised pupil records, including attendance, contact details, medical information, behaviour and achievement are updated and maintained
- Support the maintenance of the admissions register and processes for admission to and leavers from the school
- Provide child protection and pupil records when requested
- Ensure statutory forms/returns for DfE, LEA and ISC are completed in a timely manner
- Assist in transferring data safely when information system(s) are introduced and/or changed
- Ensure effective maintenance of all pupil records including archiving
- Ensure that the school complies with the Data Protection and Freedom of Information Acts
- Contribute to the evaluation and development of administrative systems and procedures
- Report technical faults relating to the school system(s) and equipment to ensure that they are efficiently resolved.

Support for the school

- Contribute to the maintenance of pupils' safety and security
- Review and develop their own professional practice
- Recognise confidentiality, child protection procedures, Health & Safety, and adhere to the policies of the School
- Keep accident, incident records
- Attend staff meetings

Marketing

To manage the effective marketing of the school to current and prospective parents, including:

- the preparation and marketing of the school's Open Days
- the preparation, updating and production of the school prospectus
- the production and distribution of the fortnightly school newsletter
- the maintenance, development and updating of the school website

- the regular marketing of the school and school events, including through social media, press and advertising
- Co-ordinate advertising and articles relating to the school in educational publications, the local and national press.
- On behalf of the Headteacher, liaise with outside agencies on ad hoc projects involving marketing, designing and printing school-related publications.

First Aid

- Administer first aid and medicine for pupils according to the relevant school policy
- Maintain accurate and comprehensive records

Any other duties appropriate to the post as directed by the Headteacher and Proprietor. The Headteacher may vary duties from time to time without changing their general character or the level of responsibility entailed.

The law requires this position to have an enhanced Disclosure and Barring check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act.

Applicants invited to interview will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.



Please contact us for more information.

**We have virtual tours of the School
on our website.**

**Widford Lodge Preparatory School
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01245 352581

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www.widfordlodge.co.uk

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