



BARKING ABBEY SCHOOL

SENIOR ADMINISTRATOR/ OFFICE MANAGER

RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL



BELONG
BARKING

ASPIRE
ABBAY

SUCCEED
SCHOOL

www.barkingabbeyschool.co.uk



GIVE

AND

EXPECT

THE

BEST



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Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Senior Administrator/Office Manager.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe
Headteacher

The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online application form on the TES website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

Key Dates

Closing Date for Applications Friday 15th November 2024

Interviews week commencing TBC

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: jobs@barkingabbeysschool.co.uk



Advertisement

Senior Administrator/Office Manager

Permanent, TTO plus 10 days

35 hours per week, term time only plus 10 days

Start Date: As soon as possible

Salary Scale: S02

Do you have patience in abundance? Can you work to tight deadlines, juggle conflicting demands and still keep smiling? Do you pride yourself in providing an outstanding professional service and have what it takes to support and manage a office team?

If so....this may be the job for you!

We are looking for a professional, flexible and friendly Senior Administrator/Office Manager, to provide general administrative support in school and manage one of our Campus offices making sure that all student administration, systems and processes deliver an outstanding service. The offices are the main point of contact for all telephone enquiries to the school and visitors to the main receptions.

This role is integral to the daily smooth operation of the school and will provide a hardworking and ambitious administrator with great opportunities for growth and development and to gain specialist knowledge and skills around school systems and processes.

The role will be varied, and at times fast paced, enabling the successful candidate to develop skills and specialisms with software, data, and legislation regulations relating to schools.

The successful candidate will also oversee the first aid and medical room provision on campus and, therefore a first aid qualification and or experience is desirable or a willingness to undergo first aid training.

ICT experience is essential but specific training will be given for specialist school software. Experience of working with young people would be an advantage. We are looking to appoint an enthusiastic self-motivated administrator.

The successful candidate will:

- A strong background and experience in administration.
- A can do and positive attitude.
- The ability to prioritise and plan workload and think of innovative solutions to solve problems.
- A commitment to Barking Abbey's high expectations and ethos.
- A desire to work collaboratively and to make a real contribution to the continuing development of professional services in school.
- Great ICT skills, in particular a willingness to learn and master new software.
- The ability to manage time, and an IT support team, delegating as appropriate, multi-tasking and working to tight deadlines.
- Be confident in providing a welcoming, efficient service.

- Enjoy working in a busy office and reception area.
- Be able to work flexibly under pressure.
- Use their initiative and prioritise their workload.
- Be a confident and friendly presence around the school.
- Have a professional attitude and the ability to build good relationships with students, parents, and colleagues.
- Possess Good communication skills, with the ability to adjust communication to different age groups and abilities.
- Have the ability to take the initiative and proactively manage tasks to ensure service levels remain high.

This role will be predominantly based at one campus, however there may be a need for work to be undertaken across campus offices.

Working hours will be between 07:30am-17:00pm (Shifts for this will be 7 hours a day working either 07:30-15:30 or 09:00-17:00 to suit the operational needs of the school).

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history please apply.

In return we offer:

- A supportive and encouraging staff team
- The opportunity to access a wide range of CPD opportunities within and beyond school
- A school which understands the importance of staff well-being and workload management
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states; "This is a large and diverse school where difference is valued. Pupils, and students in the sixth form, are supportive and respectful of each other. Pupils' conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy". (Ofsted, February 2024)

Please click here to find out more information about what it is like to work at Barking Abbey:

<https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

To find out more about how teachers can secure rented accommodation at a discounted rate of 20% please contact: info@bdsip.co.uk

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.

Job Description

Job Title	Senior Administrator/Office Manager
Grade	SO2
Department	Administration
Location	Campus Main office/Reception
Line Manager	Head teacher's PA/School Business Manager
Line Management of	Campus office administrative staff (Currently 4 reports)

Purpose of the role

To act a senior administrator in school undertaking all aspects of administration as necessary to support the needs of the school. To manage and oversee all aspects of administration in one of the Campus offices and line manage the team. To work alongside other office managers/Senior Administrators to make sure there is consistency across the school and each campus ensuring highest standards are maintained.

To develop, manage and maintain all administrative functions and services within one of the Campus offices, in line with the needs of the school. Tasks would be expected to be carried out in general without the need for direct supervision.

In conjunction with the Headteacher's PA, monitor the development and implementation of quality procedures and systems throughout the school on administrative matters to ensure that the school's needs are met, and public relations image is enhanced.

To have responsibility for the general office environment making sure that an outstanding service is always delivered across your designated campus.

General Office & Line Management

- To make sure that all visitors, students and staff receive the very best service and support, making sure high professional standards are maintained and the office and reception environment is welcoming.
- To be responsible to the Head teacher's PA for the efficient and effective running of the school administrative support services at one of the Campus offices including the line management of office staff.
- To monitor and review office systems, processes and services making sure they adapt with the needs of the school.
- To be responsible for all the day-to-day work of a campus office managing all aspects of administration
- Oversee, undertake and delegate tasks to members of the team make sure all daily administrative tasks are undertaken including word processing, using and maintaining databases and customer care, reception and telephone duties.
- To line manage the office team including their day-to-day management, identifying training and development needs.
- To define and review admin staff job roles, daily duties and job descriptions when vacancies arise.
- To monitor workloads and to identify areas of abnormal pressure.
- To represent the office team within the school as a whole.
- To arrange office staff rotas and ensuring adequate staff coverage during core hours.
- To be responsible for identifying equipment and stationery requirements.
- To establish and ensure the maintenance of the main school database (currently SIMs) and other computer-based records i.e., EXCEL.
- To oversee check and send communication making sure that all correspondence is of the highest standard.
- To act as a first point of contact within the school, filtering enquiries as appropriate and taking and passing

on messages to appropriate staff.

- To ensure efficient postal service for whole school including distributing some of the incoming mail and posting all outgoing mail and organising rota for this.
- To operate an efficient filing and retrieval system for documents and letters.
- Working with the Head of Campus and Assistant Headteacher for Behaviour and Inclusion to record after school reflections using a tracking document. Informing parents using the school communication system.
- Oversee and manage all required general office systems and processes, in line with the needs of the school and policies.

School Trips/Parent Pay

- To undertake general administration with lead teacher/finance office regarding school trips, events and payment items on ParentPay, checking payments and consent.
- Providing staff with the relevant information needed regarding medical needs of students and any other specific requirements.
- Liaising with The Catering team to make sure that FSM students on trips have a packed lunch where relevant.

Attendance

- To oversee and manage all aspects of daily attendance monitoring across a designated campus.
- Making sure relevant attendance information is passed on to Pastoral teams in a timely manner.
- To make sure Borough monthly returns, in respect of long-term absences of pupils and student leavers are completed.
- To work with other Campus Senior Administrators/Office Manager to make sure that attendance monitoring is consistent across the school and systems and processes continue to evolve and improve.

Supporting Students & First Aid

- In line with school Policy to oversee all campus first aid systems and processes, making sure that first aid records are kept up to date and records are accurate.
- Making sure that school procedures are always followed, working with other senior Administrators / Office Managers to make sure there is a consistent approach.
- To manage and maintain accurate records and information relating to student medications and medical needs, making sure all medications are stored securely and in line with policy.
- To work with the Vaccinations Team and Pastoral Co-ordinators to co-ordinate and plan the delivery of the Immunisations programme in school.
- To ensure that the arrangement for meeting the individual welfare needs of all children (i.e., administration of medicines) are clearly set out and communicated throughout the school. Ensuring that individual health care plans are up to date and saved on the student records on SIMS.
- To liaise with external agencies such as the school nurse, educational welfare officer.
- To administer a basic level of medical care to pupils and inform parents or emergency contacts as appropriate.

Admissions & Transition

- To support the school's pastoral teams with aspects of the administration (letters, data preparation etc) prior to whole school events e.g., Progress Review Days, Parents Evening etc.
- To oversee the admissions arrangements for all Key Stage 3, 4 and 5 mid phase admissions at a designated campus in line with school policy.
- To oversee the system for maintaining accurate pupil records (including admissions and off rolls).
- To maintain former student files.
- To work closely with other senior Administrators/Office Managers to jointly organise the Year 6 Admissions process and prepare documentation – files, booklets, various information sheets for parents. Input of new intake student details on database (SIMs).
- To work with the Assistant Headteacher for Progress and Achievement (Longbridge) regarding Year 9 Option events and related administration e.g., production of Option Forms.

General School Administration

- To clerk at relevant internal meetings at a designated Campus.
- To clerk at Head of Year meetings.
- To provide SLT administrative support at a designated Campus.
- To provide a professional and high-quality administration service to the whole of a designated Campus.
- To provide reports as requested from SIMS for Pastoral Teams at a designated Campus.
- To assist with CENSUS queries/returns.
- The postholder will be responsible for the efficient running of the administrative support services at a designated campus office and will be expected to deal with unexpected problems which may not have previously occurred, usually without reference to the line manager.
- The main contacts will be within the school covering teaching and non-teaching staff and governors. In addition, the postholder will communicate with Local Authority staff in relation to production or requests for information.
- The postholder will also be required to deal directly with parents on a wide range of issues and pass them on to the relevant parties.
- To fulfil the any other duties as may be reasonably requested by the Headteacher commensurate with the grade of the post.

Visitors/Supply staff

- To make sure that school policy is followed and every visitor to site signs in and receives a warm welcome and that the relevant supporting information is obtained.
- To oversee the upkeep of information relating to visitors and contractors on site, making sure school policy is followed and accurate information is kept up to date on file.
- To prepare documentation including packs and Cover Work (photocopying if required) for agency cover supervisors. Taking copies of DBS and ID as requested by the Cover Manager.
- Working with the Cover Manager to arrange for a member of staff to step in to cover for lessons and Tutor Time if the designated cover colleague does not arrive on time.

General Information

- To be responsible for the efficient running of the school administrative support services and will be expected to deal with unexpected problems which may not have previously occurred, usually without reference to the Headteacher's PA.
- The postholder will line manage all office-based admin staff on all issues of the administration of the school for which that postholder has responsibility.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Employees Signature		Date	
Line Managers Job Title	Head Teacher's PA	Date	

Person Specification

Criteria		Essential	Desirable	Assessment Method		
				Application A		
				Interview I	Task T	
				A	I	T
Knowledge & Skills	Highly competent user of ICT.	√		√		√
	Understanding attitude with integrity, tact, discretion and resilience and a wish to co-operate with others.					
	Flexible and keen to learn.					
	Excellent communication and inter-personal skills	√		√	√	
	Proven skills of organisation and delegation, including the ability to assess and prioritise work effectively in order to ensure that deadlines are met.					
	Ability to work well under pressure and meet deadlines.	√		√	√	√
	Have a strong understanding of CP and safeguarding matters.	√		√	√	
	A commitment to safeguarding and promoting the welfare of young people.	√		√	√	
Qualifications	A good standard of general education including GCSEs in English and Maths.	√		√		
Experience	Experience of management of a team and making sound decisions in a busy office environment including developing and maintaining information systems.	√		√	√	√
	Diplomacy and tact to be able to deal with the above when required.	√		√	√	
	Computer literate with excellent knowledge of excel and word for production of spreadsheets and correspondence.	√		√	√	√
	Experience of managing, operating and implementing computer and manual administrative systems.	√		√	√	√
	Excellent verbal and written communication skills for dealing with enquiries from pupils, parents, relatives, teachers, governors and LEA staff	√	√	√		
	Previous experience of working in an educational environment.		√	√	√	
Attitude & Personal Qualities	Ability to work on own and prioritise work.	√		√	√	√
	Ability to work well under pressure, with constant interruptions from the school community and the telephone.	√		√	√	√
	Ability to work independently and as part of the school support staff team, in terms of resolving problems and being able to demonstrate a flexible approach to the many demands made upon the school's administration team.	√		√	√	
	Ability to deal effectively with all levels of the organisation entailing the need to keep strict confidentiality in dealing with sensitive issues raised by pupils, staff and parents.	√		√	√	√
	Understanding of and commitment to Equal Opportunities.	√		√	√	√
	Ability to work as part of a team.	√		√	√	√
	A willingness to attend relevant training courses i.e., first aid, in order to enhance personal development and provide an effective and efficient service to the school community.	√		√	√	√

About the Department

This is an exciting time to Join Barking Abbey School and a fantastic opportunity for someone with good IT, communication and organisational skills who would like to develop their knowledge and career to work within the education sector.

This role is part of the school's wider central core team encompassing all business support services. Including, Exams, HR, Finance, IT, Administration, Catering and Site Services.

Having now reached our final year of growth and expansion we are looking to further embed, develop and streamline our administrative systems, services and processes to ultimately impact upon the outcomes for our students.



Our Ethos and Values

BRAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

BELONG
BARKING

ASPIRE
ABBNEY

SUCCEED
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.



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 Sandringham Road
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