

A photograph of a greenhouse interior. In the foreground, a young man with glasses and a blue hoodie is smiling and looking towards the right. Next to him, a woman with long brown hair and a black jacket is also smiling and looking towards the right. They are both holding dark soil in their hands. In the background, there are several black plastic trays filled with soil, and a blue water bottle is visible. The greenhouse structure is made of wooden frames and translucent plastic covering.

co
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Academies Trust

As a colleague at Co-op Academies Trust, you'll work within a diverse learning community, striving to deliver an outstanding working and learning experience for all. You will be joining a supportive, committed, and passionate team who work hard to ensure that everyone in our Trust can achieve their potential. And of course, you'll do all this whilst capturing the spirit of our vision and values and whilst role-modelling exceptional professional behaviours.

The Application Process

The closing date for applications is 9am on the 17th March with interviews taking place on the 19th March.

Benefits

What you do here really counts. And we offer a range of benefits and rewards to recognise the part you play in our success. Whether they benefit your finances, your wellbeing, or your family, in or outside work. From career progression and working and making a difference within your local community, to a whole range of financial discounts and benefits, working at Co-op Academies Trust isn't just your standard job.

We offer competitive salaries and access to the Local Government Pension Scheme, as well as travel season ticket loans, 24-hour access to free money support, and for colleagues who want to save or need help managing finances we have savings and loan products which can be deducted from your pay.

We want you to stay happy and healthy. So as a support staff colleague you'll get the school holiday periods off work. And even better, we offer a free flu vaccine, cycle to work scheme; 24-hour access to free health and wellbeing support and discounted gym membership at Nuffield gyms.

We also offer a 10% discount on Co-op branded Food, with regular increased promotional discounts and offers at various points in the year.

Our Values

Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

Self-help	we support learners, parents, carers and staff to help themselves
Self-responsibility	we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions
Democracy	we give our learners, parents, carers and staff a say in the way we run our schools
Equality	we believe that the voice of each individual should be heard
Equity	we run our schools in a way that is fair and unbiased

Solidarity	we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve
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We strive to demonstrate the following ethical values in everything we do:

Openness	we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances
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Honesty	we act in a professional and respectful manner in our dealings with everyone
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Social responsibility	we maximise our impact on the people in our communities while minimising our footprint on the world
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Caring for others	we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood
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We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

Job title: Office Manager

Salary / grade range	SO2- SCP 26-28 Actual Salary-£32,803- £34,450 37 Hours Per Week Term Time Plus 3 Weeks
Location	Co-op Academy Brierley Cross Green Lane LS9 OBA
Reports to	Academy Business Manager

Purpose of role:

To work closely with the Business Manager, providing high quality administrative support running the main school office, data and exams manager

To manage the Academy's administration provision, having oversight of key processes and procedures, quality assurance and curriculum resources

Specific Responsibilities

- To effectively manage the Academy Administration Team (up to 4 members of staff) ensuring required levels of support are maintained for internal and external customers potentially up to 2 sites
- Quality assuring internal and external Academy communications, ensuring the highest professional standards.
- Responsible for procurement and contracts up to the value of £40,000
- Manage accident reporting on all systems, ensuring legal frameworks is followed
- Manage the telecommunications and reprographics system
- Responsible for website monitoring and compliance
- To manage and administer the examination process, ensuring entries are recorded accurately
- To support the Academy to comply with GDPR regulations, with the Trust Policy.
- Manage the administration budget, purchases and ensuring spending is kept within the agreed budget figures
- Responsible for purchase requisitions and committing monies, maintaining admin records, preparing detailed reports for SLT
- Oversight of admissions paperwork, ensuring the process is followed and data recorded as required
- To construct and review an annual calendar of work for the Academy Administration Team
- To support the Arbor system, providing appropriate CPD for users, ensuring colleagues have relevant access rights, and completing necessary system housekeeping tasks
- Responsible for policy tracker ensuring SLT are aware of deadlines and content

- Data and statutory returns (Census, Workforce, trust reports) To compile student data returns and support the Business Manager with reports as and when required
- Working with the Business Manager and Subject Leaders to draft medium and long term plans to develop systems and identify efficiencies to improve service delivery to support continuous Academy improvement
- Contribute to the organisation of key Academy events involving external stakeholders ensuring planning, room bookings, staffing requirements and refreshments are organised in advance
- To contribute to the smooth operation of the Academy through the duty system
- Compliance with all school policies and procedures, including the safeguarding and child protection policies and prevent duty.

Management (implementation) including Performance Management

- Setting objects and performance managing up to four members of staff
- Maintain up-to-date role specific knowledge
- Attend training and participate in personal/performance development as required
- Promote teamwork and to motivate staff to ensure effective working relations and communication

Monitoring

- Monitor the work of office staff (4 members of staff, potentially more in future) across 3 sites
- Responsible for development, implementation and on-going monitoring of academy administration
- staff and associated processes
- Participate in regular in-service training (INSET)

Strategic Direction and Development of Co-op Academy Brierley

The post holder will be expected to support and promote the development and progress of the academy, its students and staff. All staff are expected to:

- Facilitate open and clear lines of communication with all stakeholders.
- Contribute to the academy's development and implementation of policies.
- Support all staff in achieving the academy's priorities and targets.
- Ensure parents are well informed about the academy and their child's progress.

Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:

- Support the implementation of the academy's Performance Management policy.

- Cover for immediate staff absence ensuring all deadlines and statutory documents are completed on time
- Follow the academy's quality assurance processes.
- Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.
- Promote an inclusive environment and support the development of strategies to improve attendance.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust. The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.

This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to services.

This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> • At least 5 GCSE's A*-C in English and Maths (or equivalent) • Commitment to own personal and professional development, including maintaining an up to date awareness of developments of all aspects of the role • Management qualification 		A/I

Experience <ul style="list-style-type: none"> • Experience of previous clerical and administrative work • Experience of dealing and communicating with the public directly and through written/online channels • Use of relevant ICT software packages to support learning and complete administration/reports as required • Experience of working in a team • Experience of line managing others • Experience of working in a school 	Desirable Desirable	A/I
Skills, Ability and Knowledge <ul style="list-style-type: none"> • Excellent organisational skills • Ability to delegate tasks as appropriate • Ability to interact positively and productively with students and staff • Good communication skills both verbal and written • Attention to detail • Ability to set and maintain high standards • Patience • Resilience • Self motivation 		A/I
Personal Qualities <ul style="list-style-type: none"> • Is committed, resilient, robust and resourceful. • Humor, optimism and ambition. 		

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op. Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.