



APPLICATION PACK

ACADEMY:	Chapelford Village Primary School
ROLE:	Office Manager
START DATE:	Immediate Start
SALARY:	£27,803.00 - £31,364.00
GRADE:	Grade 6 – SCP 15-22 (SP dependent on experience)
CONTRACT:	37 Hours, Permanent All Year Round (Subject to Negotiation)

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MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role with Chapelford Village Primary School, part of Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Formed in 2018, Omega Multi-Academy Trust is a cross-phase group of seven schools serving the metropolitan borough of Warrington and the city of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.

The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. In previous months schools in Omega Multi-Academy Trust have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong or improving outcomes in every school Ofsted Inspection.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.

Our dedicated staff and committed team of trustees and governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully,



Christian Wilcocks
Chief Executive Officer
Omega Multi-Academy Trust

MESSAGE FROM THE HEADTEACHER

On behalf of the pupils, staff and Governors at Chapelford village Primary School I am delighted to be able to share this amazing opportunity to join our vibrant, happy school where children and staff feel valued and supported to achieve their ambitions. We are seeking to recruit a talented and inspirational professional to join our hard working and dedicated team here at Chapelford Village Primary School.

As leader of the school I am extremely proud, as part of a hard-working team, to continue to lead Chapelford Village Primary School from success to success as we strive to be an employer of choice. Our drive is to consistently provide exceptional teaching and learning to enable and inspire all our pupils to achieve their potential, dreams and a lifelong love of learning. I believe that by achieving this for all our children we are giving them opportunity to create the future that they perceive for themselves and the skills and knowledge to adapt to the challenges of the future.

Our mission is that everyone in our school will “Learn, Achieve and Respect.” These core aims and values underpin all that we do and achieve an aspirational and positive school experience daily for pupils and staff. As a school we firmly believe that high attainment is possible for all pupils; hard work, focused and determined effort and strong consistent teaching is key to enable intelligence to be accessible to all, not just those who inherit it.

Chapelford Village Primary School was judged by Ofsted as “Good” overall in March 2022 and we continue, as a school team, on our school improvement journey to becoming an exceptional school for all our families, pupils and staff.

As a school our philosophy is grounded in securing the highest professional standards and supporting and nurturing all our professionals with the very best professional development experiences. As a founder member of the Omega Multi-Academy Trust staff benefit from strong collaboration and networks and as such have the potential to develop fully in their careers. As a school we develop rich and purposeful professional development opportunities for staff, driven by the latest educational research to enable staff at each career stage to achieve their full potential and we have a proven track record that staff who train with us, remain with us and progress with us.

As part of a new urban development Chapelford Village Primary School is situated close to excellent local transport links and is easily accessible from areas across the North West. Our school is oversubscribed in many year groups and has grown significantly in the last five years. The school benefits from modern impressive and bright facilities, high quality learning resources and ongoing developments both indoors and outdoors across the school.

So, if you are eager to join a vibrant, forward thinking, reflective and driven organisation, committed to securing the highest educational, professional and personal standards, are keen to learn and develop in your career, work with the colleagues, parents and pupils and the wider community and are passionate about all pupils achieving their true potential then we would be delighted to hear from you.

Yours faithfully,



Mrs L Tottie
Headteacher

INFORMATION ABOUT THE ROLE

Chapelford Village Primary School is seeking a dedicated and passionate Office Manager to efficiently manage the daily operations of the school. The role involves overseeing administrative tasks, maintaining communication channels, and offering support to staff, students, and parents. The Office Manager will coordinate schedules, manage resources and ensure a welcoming atmosphere for all visitors. If you're organised, personable, and ready to make a positive impact in our school community, we encourage you to apply for this exciting opportunity.

The successful candidate will:

- Drive the development and execution of administration systems and protocols to uphold operational excellence throughout the school.
- Collaborate with the School Business Manager to enforce robust processes and foster transparent communication between the business support unit and the broader school community.
- Provide effective, consistent, and punctual communication with both internal and external partners and stakeholders.
- Conduct themselves in a professional manner with integrity, while also prioritising the confidentiality of records and information.

Chapelford Village Primary School is a successful and nurturing school with a purposeful engaging curriculum that puts our children at the centre of all we do, achieving the highest standards whilst developing purposeful and happy citizens for the future. As a school, we prioritise high quality CPD for all staff and believe in supporting career progression within and across the school. Our school team is professional and caring and are committed to children achieving the highest standards and create a caring, positive environment to work and learn. We can offer the successful candidate:

- A dedicated school team
- Friendly, well behaved children who are eager to learn
- A real commitment to high quality continuous professional development
- A committed and supportive Local Governing Body
- Happy, supportive and friendly staff
- A forward thinking leadership team who listen and who value every member of the school community
- A modern building which is rich in learning resources, books and technology
- Strong, collaborative network opportunities as part of a large community of schools within Omega Multi-Academy Trust

JOB DESCRIPTION



Academy: Chapelford Village Primary School

Job Title: Office Manager

Accountable to: School Business Manager

Main Responsibilities

- Responsible for the development and implementation of administration systems and procedures which ensure operational excellence across the school.
- Support the School Business Manager in implementing strong processes and clear communication between the business support function and wider school.
- Ensuring that communication with internal and external partners and stakeholders is effective, consistent and timely.
- Work in a professional manner and with integrity and maintain confidentiality of records and information.

Administration

- Devise, implement and maintain effective and efficient office systems, procedures and practices including data management and filing systems.
- Maintain a reprographics function including monitoring of quality of printing and IT equipment provision.
- Administration lead on all external communications, via letter, website and parent communication app.
- Oversee the administration of school letting arrangements.
- Assist with the organisation of school trips, e.g. finding venues and contacting transport companies, communications home and ensuring payments are made on time.
- Liaise with the Trust web developer to maintain website with oversight of website content and administration.
- Co-ordinate and arrange hospitality for school events.
- Monitor and review school level policies, sharing with policy authors when updates are required and maintaining and central register of these policies.
- Book, collate and maintain a record of courses and CPD attended by all school staff.

JOB DESCRIPTION



Visitor Management

- Act as front of house contact and communicate with pupils, staff, parents and visitors appropriately and in a welcoming manner.
- Maintain trust wide safeguarding protocols and adhere to the safeguarding culture of the school.

School Operations

- Provide administrative support to the Headteacher and Senior leadership team including managing the school diary, dealing with delegated correspondence, enquiries and emails.
- Support the Headteacher and Senior Leadership Team with the preparation of whole school events, for example extra-curricular activities, parents evenings and school functions.
- Support with minute taking at school level meetings.

Safeguarding

- Update and maintain the Single Central Record (SCR) for all visitors and contractors as in line with trust wide policy and DfE compliance.
- Be an active advocate of maintaining excellent safeguarding standards across the whole school and improving these where possible.
- Administrative management support to students with medical conditions and administering medication, ensuring the school policy and protocols are reviewed and in place.

Leadership and Management

- Line manage office staff, including responsibility for the performance management of these staff.
- Delegate and prioritise tasks within all administrative and operational areas for the office team.
- Provide or arrange cover in the absence of main office team members as appropriate to ensure the smooth running of school operations.

Finance and Procurement

- Process school level orders, allocate and record goods received.
- Post income received at school level into the schools finance system.
- Support the school meal ordering processes, by liaising with the school kitchen.
- Cashless catering administration and deal with related parental queries.
- Check and record whether pupils are eligible for free school meals/pupil premium.

Admissions & Attendance

- Liaise with the Local Authority regarding admissions to school.
- Arrange prospective parent visits to the school in liaison with the Headteacher and Deputy HT.
- Be responsible for collecting relevant information for school transfers, such as the education record. Request records from previous schools, where necessary.
- Maintain the schools MIS system, with new and existing student data.
- Daily attendance review and dealing with student absences in line with the schools absence management policy.
- Analyse and evaluate attendance data and produce reports as required.

JOB DESCRIPTION



Data Management

- Send out data recording sheets and to input data at the end of each term.
- Submit assessment data via the DfE portal.
- Prepare admission and attendance data for governors' meetings.
- Prepare information for publication and returns for the relevant bodies, such as the DfE, including Census returns and assessment data.
- Be familiar with data protection legislation and how it will impact upon the school's practices, in liaison with the DPO.

Personnel

- Assist with the administration of human resource and payroll processes, for example supporting the induction of new staff and collating overtime submissions.
- Staff absence processing and liaison with central HR function and staff member and complete first stage return to work interviews.

General

- Attend any relevant training programmes as required.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.

The postholder may be expected to carry out duties other than those given in this job description. This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder.



At Chapelford Village Primary School, I am blessed to have a supportive and encouraging environment that has helped me to grow and develop as a teacher. The school is committed to investing in its teaching staff. I have had the privilege of attending various training sessions and workshops that have broadened my knowledge and skills as an educator. As a result, I feel empowered to experiment with new teaching techniques and methods that have led to improved student outcomes.

I genuinely enjoy my role as a Year Group Lead as it allows me to make a positive difference in the lives of young people. I am proud to foster a love of learning in my students and help them develop the skills and confidence they need to succeed in life.

Alison Cleary

Class Teacher/Year Group Lead

PERSON SPECIFICATION



Academy: Chapelford Village Primary School

Job Title: Office Manager

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

QUALIFICATIONS		
E	Minimum of 5 GCSE A-C/4 which include English and Maths	A
D	Evidence of continuous professional development.	A
D	Full UK Driving Licence.	A/I
D	Evidence of Safeguarding/Data Protection Training	A/I
EXPERIENCE		
E	Should have excellent analytical skills and sound judgement	A/I
E	Should have excellent communication and presentational skills	A/I
E	Working in an administration role	A/I
E	Experience of dealing with highly confidential and sensitive issues	A/I
E	Experience of handling complaints and concerns	A/I
E	Sound knowledge of administration and office procedures	A/I
E	Problem-solve and create innovative solutions.	A/I
E	The ability to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail	A/I
E	The ability to lead and manage the work and outcomes of other people, as well as working in a team.	A/I
E	A proven ability to work sensitively and effectively with all stakeholders	A/I
E	The ability to present a wide range of specialised information to both school staff and others.	A/I

EXPERIENCE

E	Able to use a range of ICT packages and highly proficient in the use of MS Excel spreadsheets, and computer based accounting packages	A/I/P
D	Capacity for, and interests in, enhancing further personal development	A/I/P
D	Use of a school MIS system	A/I/P
D	Knowledge of relevant legislation (e.g Equal Opportunities, Health & Safety, Fire Safety, Premises Management, Data Protection)	A/I/P
D	Knowledge and understanding of the education sector	A/I/P

PERSONAL & PROFESSIONAL ATTRIBUTES

E	Able to develop collaborative working for mutual benefit and improvement.	A/I/P
E	Able to prioritise workload, particularly under pressure, to meet deadlines and use initiative.	A/I/P
E	Effective partnership working skills, able to draw on and build upon strengths of others to secure outstanding results	A/I/P
E	Committed to promoting high-quality care to pupils.	A/I/P
E	Dedicated to promoting their professional development and achieving desired qualifications.	A/I/P
E	Able to plan and take control of situations.	A/I/P
E	Committed to contributing to the wider school and its community.	A/I/P
E	Professionally assertive and clear thinking.	A/I/P
E	Bright and enthusiastic	A/I/P
E	Evidence of a flexible approach to work by responding to the varied needs of the establishment, working independently and without supervision .	A/I/P
E	Have excellent interpersonal and communication skills which will be required for face to face communication with staff, pupils, parents and other members of the wider school community.	A/I/P
E	Ability to work within recognised laid-down procedures and resolve unexpected problems & situations.	A/I/P

COMPETENCIES		
E	An effective communicator with highly developed interpersonal skills.	A/I
E	Able to work flexibly in order to support and advise meetings that might be outside the normal working day.	A/I
E	Able to establish professional working relationships with all key stakeholders.	A/I
E	Adheres to and encourages in others professional standards of fairness and integrity.	A/I
E	Is committed to safeguarding and promoting the welfare of children and young people.	A/I
E	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	A/I
E	Is enthusiastic, self-motivating and able to prioritise and manage multiple work and deliver to deadlines.	A/I
E	Enjoys being accessible, responsive and accountable to others.	A/I
E	Resilient and responds well to pressure, deadlines, interruptions and conflicting demands.	A/I
E	Maintains confidentiality and able to remain impartial.	A/I
E	Possesses a sense of humour, keeps a sense of perspective, and has the ability to maintain a healthy work/life balance.	A/I
E	A strong work ethic and commitment to task completion beyond normal working parameters as required on occasion.	A/I
GENERAL REQUIREMENTS		
E	Commitment to the Trust's ethos and values.	A/I
E	Commitment to providing a responsive and supportive service.	A/I
PRE-EMPLOYMENT CHECKS		
E	Positive recommendation from all referees, including current employer	R
E	DBS Clearance post appointment	N/A

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.



Having started at Chapelford Village Primary School as a student teacher I was so welcomed and supported in the beginning of my teaching journey. I knew from the moment I began my placement here that this was somewhere I wanted to work because the school has such a welcoming and warm ethos and the love of learning for children is the focal point of all they do.

Having almost completed my ECT years here, I have been given endless opportunities for professional development such as working with staff who specialise in subjects and working with external agencies to further develop my own pedagogy.

As a result, I feel extremely well equipped with teaching strategies and techniques to help children in their own personal learning journeys. Those of which I will carry with me through my career.

Caitlin Garty

Class Teacher, ECT

THE SELECTION PROCESS

HOW TO APPLY:

Thank you for taking time to read and digest our information. If you wish to apply for this post with Omega Multi-Academy Trust then you should follow the below steps:

- If you would like to discuss this role with the school then please email office@chapelfordvillageprimary.co.uk with your request.
- Download and complete the Omega Multi-Academy Trust application form, from the Omega Multi-Academy Trust website
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Your application form must be fully completed and legible and your supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Chapelford Village Primary School. CVs cannot be accepted.
- Email completed application forms to recruitment@omegamat.co.uk by the deadline below

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

TIMETABLE FOR THE SELECTION PROCESS

Closing date for applications: 8th May 2024, 12pm

Interview Dates: 10th May 2024

Start date: Immediate Start



Having worked at Chapelford Village Primary School for the past 10 years I can honestly say I still feel as happy as the day I started. Having come back into the workplace after having children, the encouragement I received was immeasurable. This has given me the confidence to grow within my role, learning lots of new skills within the administrative environment and beyond.

Chapelford is a caring, friendly and supportive environment to work within and I feel so privileged to be part of the team.

Emma Morrey-Welsh
Administration Assistant

STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



An offer to purchase an electric car by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK



Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



Video or phone consultation with a GP at a time that suits you.



Legal, money advice and personal support and guidance.



Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



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