



School Office Administrator

Application Pack

Dear Colleague,

Thank you for your interest in the post of **School Office Administrator** at Vantage CE Academies Trust based at **Flixton Girls School**.

Flixton Girls School is a member of the Vantage CE Academies Trust family of schools. We are incredibly proud of our outstanding schools and staff who go above and beyond for our families every day. To find out more about what we have achieved as a Trust family, take a look at our Impact Report. <https://vantageacademies.co.uk/about-us/impact-report/>

Vantage is a mixed CE Multi Academy Trust, which recognises and supports the individual ethos of non-faith schools; we are currently made up of six Church of England schools and four community schools.

The Trust operates across a diverse geographical area in the Northwest of England, from mono cultural areas to those with high levels of diversity, across three hubs in Knowsley, Bolton, and Manchester. These local hubs bring the added benefit of specialist teachers and communal headship, as well as further support and accessible advice.

We are incredibly proud to have been named as a 3 Star, World Class company based entirely on our employee's feedback in the B-Head Best Companies Survey. In addition to achieving the highest possible standard of recognition by Best Companies, Vantage Academy Trust also achieved the following recognition:

Flixton Girls School, Flixton Road, Urmston, Manchester M41 5DR
T: 0161 960 0160 W: www.flixtongirls.com E: flixtongirls@vantageacademies.co.uk



 @FlixtonGS  FlixtonGirlsSchool

aspiration • empowerment • excellence

- Education and Training's 25 Best Organisations to Work For: Vantage CE Academies Trust is now the 7th Best Education and Training Company to Work For in the UK
- The North West's 100 Best Companies to work for: Vantage CE Academies Trust is the Top 40 Best Companies of Any Size to Work for in the North West
- The UK's Best 100 Large Companies to Work For: Vantage CE Academies Trust is the 51st Best Large Company to Work for in the UK

You can find out more about the Best Companies lists and our Trust profile here:
<https://www.b.co.uk/companies/vantage-academy-trust>

This is an exciting opportunity for someone to join the Trust and support its operations.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack.

We very much look forward to hearing from you.

Yours faithfully



Jill Albertina
CEO

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the Vantage family*



Learn About our School

Flixton Girls School

Are you an experienced, driven and forward-thinking administrator? **Do you want to join an Ofsted good school?** Do you want to be part of a dynamic team that is dedicated to providing outstanding administrative support and customer service to the school community and its stakeholders? If so, then we have the perfect opportunity for you!

Flixton Girls School is a good school on a journey to become a great school and we are seeking a highly organised and efficient school office administrator to join us on this journey.

At FGS we inspire students to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve their personal best.

As a member of the administration team, the successful candidate will have the opportunity to work closely with all stakeholders. At Flixton Girls School, we pride ourselves on creating a welcoming and inclusive environment for both students and staff. Our school has a commitment to excellence and a culture of fostering a supportive community.

To be successful in this role, we are looking for a person who has:

- Excellent communication and interpersonal skills, with the ability to build strong relationships with all stakeholders (students, staff, and parents).
- The ability to work collaboratively as part of a team and to embrace change and new challenges.
- Excellent organisational and time management skills
- An understanding of the challenges facing young people and a commitment to promoting their welfare and well-being.

To find out more about our founding principles take a look at our website here:

<https://www.flixtongirls.com/>

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Making your application

We want the best for our students - Are you a passionate, hardworking, and focused administrator who understands how to build a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all students and staff?

Do you believe that you can secure outstanding outcomes for all students in a safe, vibrant, and happy school?

Are you inspired by what you have read? If so then apply for this post following the steps below:

Application

- Complete the online application form by visiting the Trust website:

[Current Vacancies - Vantage Multi Academy Trust \(vantageacademies.co.uk\)](http://vantageacademies.co.uk)

Deadline

- The deadline for the post is **Monday 5th August 2024** to arrive no later than **12 Noon**
- Interviews will take place week commencing 12th August 2024 (&/or week commencing 22nd August 2024)

Shortlisting

- Unfortunately, will be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us within 3 weeks of the closing date your application has been unsuccessful on this occasion.

Salary & Hours

- Band F SCP 17 - 23
- Full time 37 hours per week: Monday – Friday Term Time Plus 2 weeks
- Actual Salary £25,270 - £28,174

Start Date

- 1st September 2024 – we can negotiate a later start if required

Vantage CE Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

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Our Vision and Values

At Vantage Academy Trust, we are very proud of our values-led ethos; we are a principled employer who lives by our core values, which you can see embodied by the staff across each of our schools. We welcome enquiries about joining our Trust, from those who are like-minded regarding our values and aspirations.

Mission Statement

Our mission is to support and encourage the work of academies in our Trust through the excellent education of children and young people.

We are passionate about ensuring that every child gets the opportunities they deserve to thrive as learners, and ultimately, as global citizens.

Our commitment to excellence in teaching and learning, in the curriculum, across our learning environments and in the quality of staff we employ is all key to providing children with the very best start in, and preparation for, life.



Maintaining a strong culture of professional development amongst our teaching staff as the quality of education in our academies can never exceed the quality of its teachers.



Fostering, maintaining and celebrating individual distinctiveness in our schools.



Developing our academies to be centres of excellence with a focus on the social and spiritual nurture and achievement of all their members.



Ensuring our academies have a particular vocation to the least advantaged, to enable them, through education, to change their lives.



Allowing every person to be an active and valued member of our community and developed in their own spiritual journey.



Encouraging pupils to be curious about the world around us and see their personal learning and growth as a continuous journey.



Developing future and aspirational thinking based on our educational heritage and to make use of the latest research in pedagogy and child development, ensuring that our wider learning environment reflects the high aspirations and expectations we have for ourselves and one another.



Not setting a limit on what is possible for ourselves, for one another, and for our community of schools

Job Title:	School Office Administrator
Reports to:	School Operations Manager
Contract:	Permanent
Salary:	Band F SCP 17 – 23 (£28,770 - £32,076 FTE) Actual Salary £25,270 - £28,174
Hours of work:	37 hours per week Term Time plus 2 weeks (The nature of the duties is such that some flexibility around hours of work will be needed). Working hours 8:15am to 4:15pm Monday to Thursday and 8:15am to 3:45pm on Fridays
Start Date:	1 st September 2024 – we can negotiate a later start date if required

Job Description

Overall, Purpose of the Post

The post holder will develop and deliver efficient and professional school office administration providing high level service to the stakeholders of Flixton Girls School. You will be dynamic and adaptable taking on administrative tasks as required in a fast paced, changing environment. You will liaise internally and externally with a range of stakeholders. You will be able to communicate effectively, be organised and be able to accurately maintain information systems.

Key relationships:

- Operational staff, colleagues within the Trust, the Principal and Senior Leadership Team (SLT), teaching staff, other support staff, students, parents, governors, and outside agencies

This job profile includes the principal responsibilities of the post. However, the post will evolve. The post-holder will be required to adopt a flexible approach in order to meet the changing needs of the school

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Specific Responsibilities

- Responsible for providing outstanding customer service to all stakeholders
- Responsible for the school office mailbox and responding to internal and external stakeholders quickly and efficiently
- To play a full-time role in the life of the school community, to support its distinctive aims and aspirational ethos, and to encourage staff and students to follow this example
- Maintain all student school records accurately including student financial records and dining room accounts
- To be an Arbor champion and roll out system updates and changes to internal stakeholders
- Play an active part in the school's Operational team
- Manage the school's admission process, waiting lists and appeals, liaising effectively with Trafford Council
- Support with attendance monitoring and reporting when needed
- Responsible for the set-up of timetables and enrolment of students into courses
- Ensure all resources are available and delivered during transition
- Support classroom-based staff with administrative needs always striving for system improvements and listening to the needs of those being supported
- Send communications to parents/carers as required
- Monitor and send reminders to parents/carers when monies are owed to the school
- Accurately enter data into our management information systems
- Positively drive forward digital change in the workplace
- To ensure compliance with data protection requirements at all time, deal with FOI and SAR requests, liaising with our Data protection officer and deal with requests for school records
- Manage the information on students eligible for free school meals, liaising with the relevant local authorities and parents/students
- Provide cover on the school reception desk as required
- Strive for continuous improvement across the school
- Undertake any other duties as requested by the Principal, or nominated delegate, commensurate with the post

General Requirements

- Undertake necessary training associated with the post
- Ensure that duties and responsibilities are carried out in accordance with Trust policies
- Undertake any reasonable duties as requested
- Responsibility for safeguarding and protecting the welfare of all students, being cognizant of the Safeguarding and Child Protection Policy and related procedures
- Maintain confidentiality of information acquired in the course of undertaking duties
- Be a role model for students and staff
- Attend meetings, training sessions, after-school events and courses as required
- Carry out all duties regarding the school's policies and in compliance with the Trust's Equal Opportunities, Health & Safety and Code of Conduct procedures.
- Participate in a program of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date
- Comply with health and safety procedures, information and resources in line with school policy
- Maintain a positive ethos



Person Specification School Office Administrator

No.	CATEGORIES	Assessed by:		
		Essential/ Desirable	Application Form	Interview/ Task
QUALIFICATIONS				
1.	Minimum GCSE C Grade (or equivalent) in English & Maths	E	✓	
2.	NVQ Level 3 in equivalent in relevant field or qualification by experience	E	✓	
KNOWLEDGE AND EXPERIENCE				
3.	Demonstrable experience in an administration role in a highly pressurised environment requiring tact, judgment in handling internal and external contacts	E	✓	✓
4.	Experience of working within an education setting	D	✓	✓
5.	High standard of numeracy and literacy skills ensuring effective written communication and reporting	E	✓	✓
6.	Excellent communication skills both written and oral, with evidence of effective interaction with and ability to relate to all stakeholders within the school and wider community	E	✓	✓
7.	Experience of using appropriate software including Microsoft Office, Google, and school MIS (Arbor & CPOMS)	E	✓	✓
8.	Experience of managing and entering data into management systems	E	✓	✓
9.	Experience of designing and implementing new processes in an administration environment	D	✓	✓
10.	Effective organisational skills	E	✓	✓
11.	Good general understanding of issues facing schools and the administrative provision they necessitate	D	✓	✓
BEHAVIOURS AND VALUES				
12.	Ability to use professional judgement when providing responses to stakeholders	E	✓	✓
13.	Ability to present a friendly and professional attitude	E	✓	✓
14.	Integrity and sound professional judgement	E	✓	✓
15.	Willingness to operate as part of a team, carrying tasks out beyond the job description when occasion demands or opportunities exist	E	✓	✓
16.	Ability to show initiative and look for opportunity to increase efficiency	E	✓	✓
17.	To be flexible, to be able to adapt to changing workload demands and able to prioritise appropriately	E	✓	✓
18.	Ability to respond proactively to unexpected problems and situations	E	✓	✓
19.	Flexibility and willingness to put in extra hours when required to support school events or meetings	E	✓	✓
20.	A drive to continuously improve and develop	E	✓	✓
21.	Ability to prioritise and juggle different areas of work to meet deadlines.	E	✓	✓

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Our Expectations

Creating safe, professional environments

Safeguarding Children and Young People

Vantage CE Academies Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK o Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Staff Conduct

All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Vantage CE Academies Trust.

We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that, at all times, employees behave in a manner that role models positive behaviours for our students to follow. Physical violence, verbal abuse and swearing are unacceptable and not tolerated. Employees are expected to maintain a professional relationship with students.

Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

Dress Code

We expect staff to wear professional business dress mirroring the high expectations of our student dress code.

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