



Job Application Pack

## Office Manager

Djanogly Learning Trust Support Staff Payscale point 50 – 55 - £24,408 - £26,058 per annum

Permanent, Full time, Term Time Only

**Closing Date: 12pm, Friday 14 May 2021**

**Interview Date: Thursday 20 or Friday 21 May 2021**

## Welcome from the Chief Exec



Dear Candidate

Thank you for showing an interest in joining our team at Djanogly Learning Trust. We have a simple shared mission here at Djanogly – to make a difference to the lives of our children and their families.

Children at our established academies are leaving well prepared for the next stage in their learning. End of key stage achievements are in line, above or rapidly catching up with national averages. Children make great progress in our academies, both in terms of academic achievement and in their development as future citizens. Our children are engaged and keen to learn, they are polite and supportive towards each other. Visitors to our academies always comment on the warm welcome and the calm atmosphere.

Where newer academies have joined our Djanogly family it's because they share our commitment to our children and communities as well as our drive to be the best we can be.

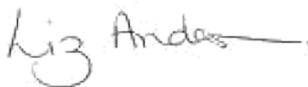
As professionals, we know that this doesn't happen by accident. We are committed to providing high quality support to all our staff, whatever their role. Our continuous professional development strategy is called 'Journey to Excellence' and through this, we ensure that everyone has opportunities that are unique to them.

A recent Ofsted at one of our primary schools states:

*"The journey to excellence ethos permeates all aspects of the school...Staff are extremely positive about this approach and said that it helped them to improve"*

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team. We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards



Liz Anderson  
CEO  
janogly Learning Trust



## Letter from the Head of School

Kensington Junior Academy is an ambitious school where children are valued and placed firmly at the heart of everything we do. Everyone is committed to making a difference for the children and families in our community.

Making a difference at Kensington Junior Academy really does mean just that. Our children are fantastic and the job satisfaction that you have from working with them and being part of our community is enormous. We have a constant drive to improve so that everyone, children and adults alike, can succeed.

People ask me why they should work at Kensington Junior Academy. My message is clear: at the end of each day you know that you can go home, having worked hard, but really know that you have had a big impact on the lives of our children and their families. You have made a real difference.

We set high expectations of ourselves and our team but your career development and professional worth is huge and much greater at Kensington Junior Academy than in other schools.

At Kensington Junior Academy we strive to eliminate barriers to learning, enabling children to feel safe and secure in a vibrant, high-quality learning environment.

We recognise that this takes everyone working as a team, united in striving to give our children the best possible education.

If you are considering joining us then please take the time to come and visit us to see for yourself and see the high standards we have set for all our children and staff.

It is an exciting time to join the journey of our school as we partner with Djanogly Learning Trust to harness their expertise and ethos to enhance our schools rich history.

I look forward to reviewing your application form and possibly meeting you in the near future.

Kind regards

Lindsey Partridge

Head of School.



## Application Details

We are looking for an experienced and enthusiastic school Office Manager to join our team here at Kensington Junior Academy. We need professionals who are committed to providing a high quality office management function in a busy Junior school. The successful candidate will be responsible for the running of the school office. The successful candidate will also be required to work closely with the Trust's Central Support Services team on finance, HR, GDPR and estates tasks.

We have a strong ethos of continuing professional development across every team at Djanogly Learning Trust. Leaders know that children succeed because of the commitment, knowledge and professionalism of our team who provide high quality learning experiences. This is only possible with strong partnership with our support staff of which the Office Manager plays a key role.

### We need staff who:

- have high expectations for themselves, colleagues and all children
- are committed to providing a high quality service
- have excellent communication skills
- are innovative and creative
- know that we are all learners and are committed to continued professional development
- have a good sense of humour (it helps!)

### In return we offer you:

- a professional and supportive team intent on continued improvement for all
- a positive working environment where everyone is valued
- a purposeful environment where good behaviour and good manners are a priority
- high quality professional support and development
- real commitment to work-life balance – we remember we are human beings first and teachers second!
- Great employee benefits – cycle to work scheme, discounted travel and free health insurance.

Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

### How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Mrs Partridge, which clearly demonstrates your suitability for this role. Applications can be submitted via email to [h.wheat@djanogly.org](mailto:h.wheat@djanogly.org) with Application in the subject line, or by post, for the attention of Mrs Partridge, to the following address:

Kensington Junior Academy, St John's Road, Ilkeston, Derbyshire, DE7 5PA

### Closing Date

Please ensure your application form arrives by 12pm, Friday 14 May 2021

### Interview

Interview for the role will be held on either Thursday 20 May or Friday 21 May 2021



## Job Description:

### Djanogly Learning Trust Vision

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

<b>Job title</b>	<b>Primary Academy Office Manager</b>
<b>Hours and weeks</b>	<b>37 hours per week, term-time only</b>

### Djanogly Values

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

- Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
- Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
- Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

### Djanogly Behaviours

Employees will demonstrate their professionalism and promote a positive culture by:

- Behaving in a professional manner at all times
- Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
- Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
- Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
- Starting and ending the day with the same emotional constancy with every interaction.

### **Job Purpose:**

Support the Academy Leader and Senior Leadership Team in order to ensure the smooth running of the Academy which may include all administrative areas as well as supporting other areas when required.

The general responsibilities in a role may vary depending on the size and complexity of the academy.

### **Job Responsibilities:**

#### Administration and reception

- Ensuring a reception service that is welcoming and provides an excellent service to parents and visitors
- Line manage the reception/administration staff ensuring an efficient, effective and continuous service to meet the Academy's needs
- Act as a Journey To Excellence reviewer as required

#### Maintaining computerised and paper databases of pupil information

- Ensure the inputting and updating of all pupil information is accurate, producing reports, as required
- Ensure that census information and reports are submitted within statutory guidelines and deadlines and shared as appropriate

#### Admissions

- Monitor/allocate places at the academy throughout the year to facilitate the efficient admission, transition and transfer of pupils under the guidance of the Headteacher
- Provide reports/information to SLT for their information and in order to report to LGB
- Liaise with the Local Authority to facilitate admissions, transitions and transfers and the appeals service as appropriate
- Ensure all academy administrative processes and procedures are proactively reviewed to ensure efficiency and effectiveness

#### Finance

- Assist the Academy Leader in the effective administration of Academy accounts, maintaining knowledge and understanding of budget allocations
- Use the designated electronic finance package to process orders under the direction of the DLT Finance team
- Co-ordinate the purchase of goods and supplies for the academy, ensuring that the academy obtains best possible value for money from suppliers/contractors
- Ensure that delivery notes are carefully checked as appropriate and goods are receipted on the system
- Liaise with the central finance team in order to process orders, ensuring that goods and services are correctly coded
- Responsible for eliminating cash in schools and managing online payments process
- Responsible for managing cash payments and petty cash where applicable
- Responsible for collating credit/debit card information and receipts

#### Human Resources

- Responsible for the recruitment process and new starter checks in line with the DLT recruitment process.
- Responsible for the accurate and timely completion of the single central record for employees, agency staff, contractors, students, volunteers ensuring all files are held to support the SCR. Meet with Ofsted inspector and be able to explain the SCR checks for all categories. The DLT SCR audit will assess compliance to the above.

- Responsible for updating the governors' SCR and files in liaison with the clerk to the governors.
- Responsible for inputting absence and other paid or unpaid leave into iTrent and obtaining LOA forms, self-certification and doctors notes.
- Attend and contribute to the monthly HR meetings with the DLT HR team and Academy Leader
- Act as a point of contact for staff queries and liaise with DLT HR to resolve
- Distribute and file centrally produced letters
- Maintain all electronic personnel files and paper staff files held in school in accordance with GPDR retention policy
- Supporting DLT HR with ensuring accurate staff records on iTrent by flagging errors with DLT HR and updating the system where appropriate.
- Supporting Academy Leader and DLT HR with the J2E and probation process.
- Arrange supply cover by liaising with recommended partners to ensure roles are covered in periods of sickness or other absence.

#### Data protection

- Act as Data Protection Lead for the academy, responsible for ensuring GDPR records are accurately maintained and kept up to date.
- Liaise with the Trust's Data Protection Officer to ensure compliance with all data protection requirements within the academy
- Ensure all staff receive GDPR training and annual refresher training
- Undertake regular awareness raising activities within the academy

#### Site, Catering, other support functions

- Support the Academy Leader with operational management and oversight of site and catering functions when required
- Working with site manager/caretaker, catering and cleaning staff, ensure delivery of a safe, warm and dry environment to best support teaching and learning, and with full H&S compliance
- Act as clerk to the academy H&S committee, alongside the Academy Leader ensuring the required cycle of activity is completed and that required actions are followed through

#### Communication

- Ensure that communication channels with parents/carers/staff are used effectively to inform
- Monitor website content to ensure that it meets statutory requirements, is accurate, up to date and accessible.
- Attend relevant training and access appropriate information to ensure that own professional knowledge and skills are up to date with statutory changes and meet the needs of the academy/trust.

## **Djanogly Learning Trust General Requirements:**

### **Policies and procedures**

You will comply with all policies and procedures at all times which include:

- ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies.
- ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties.
- ensuring you comply with the Trust's Staff Behaviour policy, including outside of work where applicable.

### **Professional Development**

- You are required to undertake professional development as part of your job description. This includes contributing to regular 'check ins' and Journey to Excellence reviews with your J2E reviewer, proactively seeking professional development to improve your performance.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the academy leader and the leadership team.

## Person Specification

In order to be considered for interview all essential criteria must be met.

<b>JOB TITLE</b>	<b>Primary Academy Office Manager</b>
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<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Short listing criteria</b>
<b>Qualifications</b>			
Hold a minimum of level 3 business related qualification or have equivalent levels of experience	X		
Be educated to GCSE or equivalent, including English and Mathematics	X		
<b>Experience</b>			
A wide range of administrative experience in various sectors	X		
Senior administrative experience working with executives and a multi-faceted role		X	
Excellent data accuracy skills and proficient user of Microsoft Office applications including Excel	X		
Have experience of handling financial matters (collecting, balancing and banking)		X	
Have experience of working within the education sector.		X	
Knowledge of manipulating system based databases		X	
<b>Skills</b>			
Have an ability to maintain accurate records	X		
Demonstrate a proven ability to work to a high level of accuracy with attention to detail at all times	X		
Demonstrate an ability to use spelling, punctuation and grammar correctly	X		
Excellent negotiation skills	X		
Demonstrate a professional and confident approach to work	X		
Have an ability to maintain appropriate confidentiality in line with the Data Protection Act	X		
Demonstrate a strong commitment to developing own skills	X		
Demonstrate the ability to organise yourself and others effectively and efficiently	X		
Have an ability to work to deadlines	X		
Have an ability to prioritise tasks	X		

Demonstrate an ability to work on your own initiative and with minimal supervision when required	X		
Demonstrate a problem-solving approach to tasks	X		
Be prepared to work flexibly with other staff or alone when required	X		
Maintain good working relationships with others by use of effective interpersonal skills	X		
Demonstrate honesty and integrity in the performance of duties	X		
Be able to maintain a high level of interaction with members of the Senior Leadership Team	X		
Demonstrate an ability to adapt to a constantly changing and growing environment	X		
Be friendly and approachable	X		
Have an ability to work flexibly and outside of normal school hours when reasonably required to do so	X		
<b>Personal Qualities</b>			
Belief in the values and behaviours of DLT	X		
Evidence of continuing professional development	X		
Commitment to equal opportunities and diversity in the performance of duties	X		

## What is it like to work at Djanogly Learning Trust?

The best way for us to know what it is like to work for the Trust is to seek staff opinion. This is very important to us and we use a variety of methods to gather feedback. For example we undertake an annual staff survey. **In 2020, 97% of our staff said that they feel proud to work for the Trust and 93% would recommend others to work for us.**

Our values are at the heart of everything we do and we are very proud that **94% feel they are part of a strong team and 95% understand the benefits of working in a trust which shares best practice, networks and collaborates effectively with other academies in our group. Even better, 98% say that our actions are in line with our Trust values to put children first.**

As part of our journey to excellence and our commitment to active employee engagement, we have an **employee voice forum and a wellbeing committee**. Both of these are attended by staff from across the Trust at all levels to feedback to the CEO and HR about areas for development.

We hold an annual Trust INSET event which all staff attend. This year we asked staff to use words to describe their overriding feelings about working in the Trust. We are so proud to share their thoughts below.





## **Our School**

Kensington Junior Academy is a junior school with a rich history situated in the community of Ilkeston. Our aim is to create a learning environment where governors, teachers and parents work together in an atmosphere of mutual respect and trust, enabling all children to feel valued and allowing for the best possible educational achievement.

## **Our Future**

To continue our journey Kensington Junior Academy have decided to join the family at Djanogly Learning Trust. We officially joined the Djanogly Learning Trust in August 2019.

## **Overview of the Trust**

Djanogly Learning Trust is a dynamic Multi Academy Trust based in the East Midlands. Our Trust group is committed to providing high quality education for all our children, regardless of their backgrounds. Our track record demonstrates our ability to deliver on our core goal; achievement for every child. Our portfolio of schools covers a range of contexts.

Our values are central to the positive ethos that we develop throughout our family of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference for our children.

## **Our Vision and Ethos**

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

## **Innovation**

We believe it's vital to look for new and creative approaches in order to maintain our ongoing commitment to improving our teaching and learning provision. We strive tirelessly to achieve the best, are not afraid to take risks and are never complacent. All of our staff are actively encouraged to look for improved ways of working and to promote an atmosphere of trust.

## **Resilience**

We believe it's crucial for both children and adults to develop a strong sense of self in order to succeed in challenging times. Our mission is to ensure that our children and staff have the independence to work things out for themselves, the confidence to ask for help when they need it and the courage to never give up.

## **Excellence**

We believe that everyone deserves to experience excellence. Our organisation is ambitious and we endeavour to support all our children and staff to reach their full potential. We commit to delivering high quality professional support at all levels as part of our journey to excellence. By providing this excellence in teaching and learning, we ensure that all our children have the necessary knowledge and skills to succeed.



### **OUR Curriculum at Kensington Junior School**

We receive children from several infant school at 7 and they leave us at 11 to go to various secondary schools. The standard number for each year group is 60 pupils. We currently have eight classes.

Children are taught in mixed ability classes, with the children split with equal numbers of boys and girls.

Our curriculum refers to all planned activities that we organise in order to promote learning, personal growth and development, it takes account not only the formal requirement of the National Curriculum and any changes to national policy but broader educational initiatives such as:

- **Excellence and Enjoyment and Creativity**
- **Every child Matters**
- **ICT proficiency**
- **Health Promoting Schools**
- **Anti-Bullying Charter**
- **Inclusion**
- **The Derbyshire Agreed Syllabus for RE**
- **Extra-Curricular and extended school provision.**

### **Special Education Needs**

Individual programmes of work with targets (IEPs), are set for each child in need of extra support and these are subject to regular reviews which involved parents.

Children who have learning difficulties are monitored carefully by all staff involved and the curriculum is differentiated to the level which the children require. Help and advice from specialist teaching staff outside school is sought if necessary. We have links with medical organisations of the County for the children who are partially hearing or partially sighted so their progress and be monitored and sustained.

The school is committed to supporting all children with a variety of medical needs, and work in close liaison with parents to remove any barriers to learning.

### **In return we offer you:**

- A fully supportive team of professionals to work with
- A positive working environment where everyone is valued
- An environment where good behaviour and good manners are a priority
- A commitment to continued professional development for all
- A real commitment to work-life balance.

Kensington Junior Academy and Djanogly Learning Trust are committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. All new staff with the Trust will be subject to an enhanced DBS check and all other safeguarding requirements in accordance with DfE legislation.

Senior leaders are all accredited Designated Safeguarding Leads who staff should refer any safeguarding concerns to straight away. All members of staff will received training in line with our safeguarding and child protection policy.

### **Recruitment Privacy Notice**

Please see supporting documentation.

### **Equal Opportunities**

Kensington Junior Academy welcomes enquiries from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

## Our Academies:



### Djanogly City Academy

Originally one of the first City Technology Colleges in the country, DCA is a 7-form entry secondary school in Nottingham. It is based across two sites 5 minutes apart; Sherwood Rise site for years 7 and 11 and Gregory Boulevard site in Hyson Green for years 8-9-10.

We plan to extend our post-16 provision from September 2023. Judged 'Good' by Ofsted in 2018, our scholars make significantly better progress than national average.

### Djanogly Northgate Academy

Northgate is a 2-form entry primary school in New Basford, Nottingham and a founding member of Djanogly Learning Trust in 2011. A popular and over-subscribed school where everyone is valued, they have been judged consistently 'Good' since 2009.



### Djanogly Strelley Academy



Strelley is a 2-form entry primary based to the north of Nottingham. It has gained a strong reputation locally for its support for some of our most vulnerable children and their families. It was judged 'Good' in 2017 and strives to be a school where everyone is recognised, welcomed and respected.

### Djanogly Sherwood Academy

Sherwood shares our Sherwood Rise site with Djanogly City Academy. It is a 2-form entry primary with provision for children from 2 to 11 years. It was established in 2014 to provide high quality education provision for the growing local community. Judged 'Good' in 2018 in partnership with Northgate it has strong support from its diverse community where everyone belongs.



### Springfield Academy



Springfield is a single form entry primary in Bulwell, north Nottingham. The school moved to a fantastic new building in 2017, with improved resources and environment for all the children and particularly the youngest. Springfield knows that success comes through cooperation; we do better working together.

### Langley Mill Academy

Langley Mill is a 3-form entry junior school in Langley Mill, Derbyshire. It has recently expanded from 2-form entry to cope with a rising demand for places at this popular community school. Langley Mill's motto is 'Live Laugh Learn' and they do plenty of all three.



### Laceyfields Academy



Laceyfields is a small infant school in Langley Mill, catering children from 3 to 7 years. They joined the Trust in 2019 to ensure that their children could benefit from being part of something bigger. This has helped them to provide an even broader range of opportunities to achieve their ambition to 'Help Little Minds Grow'.

### Kensington Junior Academy

Kensington is a 2-form entry junior school in Ilkeston, Derbyshire. They actively promote a culture where children care for themselves and each other, for their school and their community, and where they can develop as happy, responsible and self-disciplined members of society.

