

School Office and HR Manager  
St Augustine's Priory

Applicant Information



St  
Augustine's  
Priory

School Office &  
HR Manager



Dear Applicant,

Thank you for the interest you have shown in the post of School Office and HR Manager at St Augustine's Priory and welcome to our inspirational school which is at a very exciting stage of its development. Our mission is to deliver excellence in all aspects of this unique school - we do this through nurturing and empowering our passionate staff, by hiring exceptional talent, by fostering a culture of ideas, energy and possibilities and by a relentless focus on developing each girl to the best of her ability and be equipped for life.

St Augustine's Priory is a Catholic, independent day school for girls aged 3-18 with boys in the Nursery. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Junior School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do.

The school is set in 13 acres of beautiful grounds with magnificent views. We are currently in the midst of a three phased building development programme. Here girls have the physical, mental and emotional space to grow intellectually in an environment which both supports and provides plenty of challenges. Our results are excellent and we pride ourselves on instilling in girls a love of learning. We are committed to preparing girls for life-long effectiveness and to developing the range of skills they require to achieve long-term happiness and success.

We have been in Ealing for over one hundred years and we represent a wonderful continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove relentlessly to offer girls the best education possible; we continue in this tradition. Our girls are dynamic, ambitious and a pleasure to teach. Our staff room is happy, welcoming and supportive of the excellent contribution all our staff members make to all aspects of our busy school life. We offer a broad and varied curriculum with rich opportunities for personal development and training.

We invite you to consider joining us on an exciting journey.

Mrs S. Raffray MA NPQH  
Headteacher

## Mission Statement

We are an all-through, inclusive Catholic girls' school with boys in the Nursery. As a girls' school we are committed to preparing girls for life long effectiveness and success. As part of their journey, girls will learn of intellectual risk-taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

# St Augustine's Priory

## Job Description: School Office and HR Manager

### Line of Responsibility:

The School Office and HR Manager is line-managed by the Bursar and line-manages school office staff including Receptionists.

### Performance Management and Professional Development

The School Office Manager will be part of the School's Performance Management Scheme.

### Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

The post-holder must uphold the School's Policy in respect of all matters related to safeguarding and Child Protection. The post holder may be required to perform any other reasonable tasks, after consultation. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

Hours of work will be based on a 10.00 am to 6.00 pm working day. The School Office is also the Reception area and the post-holder is required to work as a team to cover Reception and to work flexibly to attend evening meetings and some weekend Open Days etc. for which time off in lieu will be awarded.

## School Office and HR Manager

### CORE PURPOSE OF THE ROLE

- Provide the Bursar and Senior Leadership Team with a comprehensive administrative and secretarial support service so that they can undertake their roles with maximum effectiveness
- Maintain accurate HR record systems (paper & electronic) including the Single Central Register
- Manage the school office, providing whole school administrative services to ensure effective support of teaching and learning
- Perform tasks related to compliance as designated by the Bursar
- Provide effective guidance and support on HR policies and procedures
- Administer and maintain systems relating to recruitment and selection, performance reviews, absence management etc.
- Review and update policies and procedures in keeping with the School's needs and legislation, in order to maintain compliance

- Liaise with and support the Head's PA and communications staff as necessary

## AREAS OF RESPONSIBILITY

### Supporting Administrative Staff

#### Communications and Administrative Services

- Coordinate and oversee the services provided by the School Office and Reception, and ensure that the office/Reception is an organised, efficient, tidy environment, which facilitates the smooth, effective day to day business of the school and which is welcoming to visitors
- Take lead responsibility for specified administration systems as required including the design and implementation of procedures to ensure that the systems run smoothly and effectively.
- Maintain and publish the daily cover for the teaching staff and TAs under the direction of the Deputy Head and receive all work relating to cover and distribute same as required
- Manage the provision of general administrative services to the whole school - management of reprographics service; general office services including stationery, electronic communications; staff handbook; staff lists; school registers; managing whole school and senior school communications using the School management information system and other communications packages.
- Manage administrative staff and receptionists, including arrangements for cover over lunch and holiday periods and cover for illness.
- under the supervision of the Deputy Head, arranging for accurate minutes to be taken at all staff briefings and whole school staff meetings and for those minutes to be uploaded promptly onto the VLE /circulated to staff
- Collate all information for school censuses and ensure that such information is relayed to the relevant body when required
- To provide admin support relating to training and Inset
- Book the school photographer and co-ordinate arrangements
- Manage queries about school uniform and be the point of contact for parents for Schoolblazer
- Prepare and process documents, reports and presentation materials, using appropriate software packages, ensuring that the quality of work produced is appropriate for its purpose and produced within required timescales
- Keep the School calendar and diary current and updated under the direction of the Deputy Head and in conjunction with the Head's PA. This includes keeping an oversight of the scheduling of rooms.
- Be the point of contact for lettings of school facilities and sports pitches
- Book Supply Teachers and TAs under the direction of the Deputy Heads
- Input, proof and order bespoke pupil planners under the direction of the Deputy Heads

## Human Resources and Compliance

- Oversee the administration of daily School Attendance and Activity Registers, check absences and follow up absentees
- Lead and deliver resourcing plans to attract candidates with potential, including, but not limited to: -
  - the production of relevant job descriptions;
  - the placing of advertisements;
  - planning a schedule of interviews;
  - producing offer letters; and producing contracts of employment.
- Assist the Bursar in his/her role as Clerk to the Governors as required, including by taking minutes at various meetings
- Maintain and provide employee data and statistics
- Assist the Bursar with compliance matters as required

## Leadership and Management

- Foster a 'can do' approach and a culture of support within the admin team, ensuring that there are mutually supportive working relationships between teachers and support staff.
- Induct, develop, deploy, motivate and appraise staff for whom responsible to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained
- Ensure personnel in their line management chain are managed in accordance with St Augustine's Priory guidelines. The School Office manager line manages School Office staff including Receptionists
- Take the lead in ensuring that school policies and strategies are reflected in all support services for which the post holder is responsible

## General

- Understand whole school procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the Headteacher and the School
- Take responsibility for own personal and professional development
- Attend relevant training, being proactive in seeking this
- Attend relevant Inset days where directed
- Comply with individual responsibilities in accordance with the role for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

## Supervision and job context

- No direct supervision – organisation of own workload and priorities on a day-to-day basis using own initiative and knowledge of work is essential.
- The post-holder provides a range of services to the School and therefore work is generated throughout the day.

## PERSON SPECIFICATION

### Skills required

Excellent interpersonal and communication skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail	Essential
Proactive approach to planning and prioritising work, with the ability to use initiative appropriately	Essential
Able to maintain a high work rate and to juggle a range of tasks and competing priorities in a busy school environment	Essential
Excellent ICT skills, in particular confident and adept in use of Microsoft applications such as Word and Excel, and database input	Essential
Excellent command of written and spoken English	Essential
Good telephone manner and ability to deal with callers and visitors in a calm and courteous way	Essential
Ability to summarise discussions in writing (for staff meetings note taking)	Desirable

### Knowledge Base

Knowledge of office management processes	Essential
Knowledge of safeguarding issues (additional training will be given)	Desirable
Knowledge of the Single Central Register	Desirable

### Qualifications/Attainment

Recognised secretarial or administrative qualifications at NVQ3 level or above, or the equivalent gained through experience	Essential
First Aid qualified or willing to obtain qualification (Training provided)	Essential
HR qualification such as CIPD or equivalent	Desirable

### Experience

Evidence of substantial senior secretarial and administrative experience in a complex organisation	Essential
Significant experience of working with and managing an HR or administrative team	Essential
Previous experience of working in a complex, busy, service-driven environment	Essential
Experience of working in an educational environment	Desirable

### Attitude/approach

A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality	Essential
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Honesty, energy, stamina, enthusiasm	Essential
A willingness to give generously of time to support school events and activities	Desirable
An enjoyment of working with and being in the company of children	Essential
Professional but approachable demeanour in relating to all members of the school community, suppliers and other outside agencies	Essential
Dress standards and appearance appropriate to the role	Essential
Willingness to 'roll up sleeves' in an emergency	Essential

### Method of Application:

Closing date: Noon, Friday, 31<sup>st</sup> March 2017

Interviews are scheduled for week beginning 3<sup>rd</sup> April 2017 but this is subject to confirmation

1. Applicants should send a covering letter and application form for the attention of Mrs S Raffray, Headteacher to arrive no later Friday 31<sup>st</sup> March at 12 noon. Applications may be emailed in the first instance to [hr@sapriory.com](mailto:hr@sapriory.com)  
An application form can be obtained from our website.  
[www.sapriory.com/vacancies](http://www.sapriory.com/vacancies)
2. On the day of the interviews applicants will be asked complete a written task, after which there will be a formal interview before the appointments panel.
3. It is anticipated that a decision will be made that day and that the successful applicant will be contacted either later that day or the day after.

St Augustine's Priory is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. The successful applicant will be subject to an enhanced DBS disclosure and other relevant checks.