



Recruitment Pack

Office Manager

Office Manager

Contract: Permanent, Full Time, All Year Round

Closing Date: Monday 9th February at 12 noon

Salary Range: C3 19-22 (£32,061 - £33,699 FT/AYR)

Thank you for your interest in the role of Office Manager at Wetherby High School, this is an exciting opportunity for a talented individual to join our Team.

At Wetherby High School all our staff are deeply committed to ensuring every child receives an outstanding education. Our curriculum, teaching and pastoral care enable students to achieve at the highest academic level, unlocking doors to the future of their choice.

Our staff and students are ambitious to be the best version of themselves. That ambition extends way beyond their academic excellence. We want our students to reach their full potential academically and as young people moving into adulthood. We understand that central to this is developing character and a sense of social responsibility.

We place the children and their personal success at the heart of all our work which means that sometimes we do not take the easiest path, but the path that is right for each individual child. We know that when a child feels safe, happy and supported they thrive.

Strong relationships, developed through our coaching groups and staff circles, are a critical feature of our close and caring school community. Simply put we know our staff and children well and this ensures we offer a supportive and fulfilling learning environment with lots of opportunity to develop leadership potential in staff and children.



“Working at Wetherby has shown how fundamental and necessary relationships are in teaching. I've loved being a coach and supporting students to thrive, academically as well as pastorally.” Casey, Teacher of English

Our strong and distinct **Values** underpin all the work we do, they are lived out day to day in our policies, practices and interactions.



Our commitment to a **Restorative Practice** approach benefits both children and staff supporting the development of strong relationships which ensure everyone feels valued and listened to. This high support and high challenge approach way of working with pupils and staff supports wellbeing through the development of:

- a feeling of belonging and acceptance
- a sense of school community all moving in the same direction
- understanding how actions can affect others
- helping to choose to and want to do the 'right thing'
- developing social and emotional literacy
- developing character and a sense of civic responsibility
- learning how to move through conflict constructively together



The **Coaching Programme** at Wetherby High School is fundamental to ‘knowing our children well’ and in forming the strong relationships that are crucial for our school community. Coaching groups have approximately ten students (coachees) and one member of staff (coach). The groups are ‘vertical’ meaning they consist of coachees from Year 7 to Year 11. We meet as coaching groups three times a week; a Monday morning, Wednesday afternoon and Friday afternoon.



Our **House Structures** provide a further sense of belonging for our pupils and staff. As well as encouraging a strong positive competitive drive through inter-house competitions and events, pupils are encouraged to engage in a wide range of enrichment activities and opportunities, ensuring an inclusive approach for all.



Welcome from the Headteacher

Many thanks for expressing an interest in the post of Office Manager. I hope you find the enclosed information useful in preparing your application.

Wetherby High School is a vibrant and welcoming school with inclusive values at the centre of all our work. We believe all our students deserve to have adults around them that are committed to doing all they can to help them succeed in all areas of life. Wetherby High School is in an exciting phase of development, with a new state of the art building for the school community planned be ready in the near future.

The staff at Wetherby High School work exceptionally well together as a team and this post is a key role in providing support to colleagues across school. This is therefore a very exciting position that will appeal to an ambitious individual seeking a varied and interesting opportunity to utilise and develop key skills. Wetherby High School is committed to providing high quality continuous development for all our staff. Our wide range of enrichment, extra -curricular activities and community builders provide our staff with opportunities to get involved and share their interests and hobbies alongside their professional knowledge and expertise.

If you believe that you have the skills and attributes required of this role, please forward a covering letter outlining the reasons for applying for this position, a copy of your Application Form, via email to hr@wetherbyhigh.co.uk

Yours faithfully





“The sense of community is what I love the most about working at Wetherby. There are so many opportunities to build relationships with not only children, but other members of staff. It is those strong relationships that allow us to support and challenge each another to ensure the very best provision for children each day” Sarah, Leader of Science

Job Description

Role	Office Manager
Pay scale:	C3
Hours:	37 hrs
Responsible to:	Management/Leadership of Wetherby High School
Line Manage:	Admin Team
Review date	November 2026

PURPOSE OF THE JOB

To be responsible for day-to-day management and delivery of high performing, flexible and effective administration processes that meet the needs of the school.

To line manage the Admin Team, ensuring that work is allocated appropriately, completed in a timely manner to a high standard across the team and priorities are understood and adjusted where appropriate to meet the needs of our school.

Ensuring all aspects of Data Protection legislation are met by the Admin Team.

The post holder will ensure a high standard of customer focused services for all wide and varied range of visitors and stakeholders of Wetherby High School including students, staff, and parents.

To co-ordinate and quality assure processes for managing First Aid, Medical Plans, Health Data and Student Risk Assessments.

Manage, develop, implement and monitor effective administrative systems to support the leadership of the school and contribute to continuous school improvement.

Specific Responsibilities:

- To establish and maintain a professional and productive office environment which supports the values and ethos of the school,
- To communicate effectively with internal & external customers and colleagues in relation to work undertaken by the admin team, including the quality assurance of work undertaken.
- Develop, implement and manage efficient and robust admin systems that support the Headteacher, SLT, Year Managers and Subject Managers in all aspects of their role, ensuring that statutory and regulatory responsibilities are met.
- Provide ethos driven, student focused management of the Admin Team which supports high standards across the team, including performance management, individual meetings, team meetings and CPD as appropriate.
- Support the development of administrative services provided through planned and considered continuous development to improve efficiency, consistency and service.
- Oversee the provision of First Aid to students, staff and visitors, ensuring staff are appropriately trained, recording is accurate and timely and appropriate resources are maintained.
- Oversee an effective system for the co-ordination and quality assurance of Individual Pupil Risk Assessments, ensuring these are shared appropriately with internal and external stakeholders.
- Oversee an effective system for the co-ordination and quality assurance of medical data, Health Care Plans and management of medicines in school. This includes ensuring staff are appropriately trained and information is regularly reviewed updated and shared appropriately.

- Provide support with HR administration and recruitment processes as required.
- To manage and maintain accurate records of staff training, liaising with SLT to ensure appropriate training is booked and renewed in line with good practice and statutory timescales.
- To manage and monitor school systems regarding consent for students and staff in relation to a range of school processes.
- To support with the administration of the Year 7 transition process and in-year admissions, including supporting with effective data quality.
- To take steps to rectify missing, incomplete or inaccurate data to ensure the safety and welfare of students and the accuracy of school records.
- Support the exclusion process, ensuring statutory paperwork is completed, sent and stored appropriately and made available for formal meetings and/or hearings regarding exclusion and/or suspension of students.
- Support the maintenance and updating of the school website ensuring policies, documents, details and news are current and up to date.
- Ensuring all incoming calls to the Main Reception are answered in a timely manner, directing all enquiries appropriately in a prompt and professional manner.
- To respond promptly and efficiently to student, staff and parent enquiries/concerns.
- To oversee the efficient operation of all aspects of both the Student and Visitor Reception areas, ensuring a professional and warm welcome is created and that all necessary safeguarding checks are completed.
- To accurately prepare and send a range of correspondence to Wetherby High School Stakeholders.
- To manage IT applications and services as a local admin, setting up new starters, dealing with routine queries and archiving leavers as required.
- To collate and prepare information from a variety of sources for internal and external events, meetings and marketing.
- Oversee the efficient operation of the reprographics service, providing efficient and accurate reprographics support to internal and external customers, including bulk photocopying.
- Deliver training on a range of administration and data systems.
- Support the accurate and timely co-ordination and completion of the school census and other statistical government returns.
- Oversee the administration of Parents' Evenings and Meet your Coach Days including quality assurance of both the organisation and documentation

General Duties:

- To support school events and attend as required.
- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- To undertake ad hoc duties as may be required by the Headteacher and / or Senior Leadership Team from time to time.
- To assist with the supervision of students out of lesson times, including before and after school, break and lunchtime.
- To photocopy student documentation as required maintaining confidentiality at all times.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding ensuring all concerns are reported appropriately in a timely manner.
- To be aware of and comply with policies and procedures relating to data protection and the security and confidentiality of data ensuring all concerns are reported appropriately in a timely manner.
- To adhere to school policies and procedures.

We expect all our staff to:

- To fulfil the role of coach to a small group of students and participate fully in training as required.
- Support and uphold the school ethos.
- Display commitment to Restorative Practice.
- Display commitment to the protection and safeguarding of children and young people.
- Continue their personal development.
- Participate in Flexible Learning activities

VARIATION IN ROLE

Given the nature of the role, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post.

Wetherby High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All appointments will be made subject to an enhanced DBS disclosure.

We promote diversity and want a workforce which reflects the population of Leeds

Person Specification

SKILLS	Ess	Des
Able to communicate effectively with a wide range of people, including sensitive and complex information, orally and in writing	*	
Able to input/ retrieve and analyse information from complex or specialist databases	*	
Able to process documentation using a range of Office programmes and support others with their use	*	
Able to accurately enter/retrieve data information from information systems and run bespoke reports	*	
Able to work flexibly as part of a team & show initiative to develop the efficiency and practice of the team.	*	
Able to prioritise own work and the work of the team to meet conflicting deadlines	*	
Able to demonstrate excellent numeracy & literacy skills	*	
Able to use SIMS database to update and manage complex data	*	
LEADERSHIP AND MANAGEMENT	Ess	Des
To effectively lead and work as a member of a team.	*	
Direct and co-ordinate the work of others	*	
Set high standards and provide a role model for students and staff and take responsibility for own and others professional development	*	
Develop, maintain and use an effective network of contacts, seeking advice and support when necessary		*
Deal sensitively with people and resolve conflicts	*	
KNOWLEDGE/QUALIFICATIONS	Ess	Des
Knowledge of general office procedures and practice	*	
NVQ Level 3 or equivalent		*
Knowledge/qualifications demonstrating ability in numeracy and literacy	*	
Data Protection principles and legislation and how it relates to the work of the Admin Team	*	
EXPERIENCE	Ess	Des
Experience of dealing with queries from a wide range of people	*	
Experience of working in partnership with others to deliver work to set deadlines	*	
Experience of managing high quality administrative services		*
Experience of providing customer focussed services	*	
Experience of participating in teams	*	
Experience in the use of the Microsoft package	*	
Experience of managing complex and/or specialist Admin requests	*	
Experience of working in an education setting		*
Experience of working under pressure and to deadlines		*

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*	
An ability to respect sensitive and/or confidential work.	*	
Adaptability to changing circumstances/new ideas	*	
Ability to inspire confidence.	*	
A commitment to inclusive education	*	
Reliability, integrity and flexible approach	*	
Commitment to own personal development and learning.	*	
Resilience and perspective	*	
Determination to succeed and the highest possible expectations of self and others	*	

Staff Benefits



Wellbeing and Fitness

Bodyline Fitness Membership

Flexible membership with a 30 day cancellation notice period at the same rate as annual membership.

Discounted Hairdressing and Beauty Service

Leeds City College – the Salon Leeds
0113 245344
Discounts on all services (some via appointment only)
Book via www.thesalonleeds.co.uk

Simplyhealth (Leeds Hospital Fund)

Access to discounted health benefits

APL Smart Clinic

Access expert support and advice for life's ups and downs 24/7, 365 days a year.
Access support when you need it, including counselling, physiotherapy and stress management

Leisure and Shopping

Vivup Employee Benefits

www.vivup.co.uk/users/sign_up

Under organisation choose: Leeds City Council – VA Schools

Discounts for Teachers

(available to all school staff)
www.discountsforteachers.co.uk

Teacher Perks

(available to all school staff)

www.teacherperks.co.uk

Services

Commuter Travel Club

Discounts on bus tickets

www.firstbus.co.uk/buy-tickets/corporate-travel/commuter-travel-club-employee-information

O2 offer

Up to 25% off your Airtime Plan when you buy a new phone or tablet on O2 Refresh. With the employee discount programme, O2 Open using code LCC17.
www.o2.co.uk/open

Employment Benefits

Access to a good pension scheme

Through either the **Teachers Pension Scheme** or **West Yorkshire Pension Scheme**

National College Membership

www.nationalcollege.com

Wetherby High School CPD

Access to a wider range of personalised, bespoke CPD

Generous holiday allowance

Generous Maternity, Paternity and Adoption policies

Guidance for Applicants

Application Form

Please complete the Application Form provided with full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc). We require details of two referees, one of which must be your current or most recent employer. CVs are not accepted as part of the application process.

The supporting information section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

Please remember to sign the declaration on the final page of the application form, if you send us this electronically we will ask you to sign this at the interview and assessment stage.

Interview and Selection Process

Applicants who best meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the School if you need to discuss this in any detail. We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Pre-employment checks:

References

If you are short listed we will normally take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or references that are addressed "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. Sickness absence record information will only be requested for the preferred candidate following the interview and assessment process. Consideration of the sickness absence information will comply with our responsibilities under the Equality Act.

Online Checks

Online Checks will be completed before interview for shortlisted candidates. The purpose of completing an online check for shortlisted candidates is to check if there is any information in the public domain that may impact on their suitability to work in a professional role with children. The online check will be conducted for shortlisted candidates before interview, where possible, so that any issues or concerns can be explored further with the candidate at interview. The online check will only consider material that is relevant to their role working with children, their professional reputation or the reputation of the school.

Disclosure and Barring Check.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020), all posts at this School are classed as regulated activity and therefore an Enhanced DBS check will be undertaken. Checks will also be made against the Barred List. Applicants who are shortlisted will be sent a self-disclosure form to complete and return prior to interview/assessment.

All such checks must be satisfactory before we confirm any offer of an appointment

As an employer we are only entitled to request information about convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020). Convictions that are not 'protected' will appear on an Enhanced Disclosure, even though they are 'spent'.

For information regarding what criminal records history will appear and should be disclosed on application, please see the relevant flow charts on our website. Alternatively, guidance can be found on the DBS website. Please be aware spent and/or unspent convictions may not necessarily make you unsuitable for appointment. For further information about our use of Criminal Records information please see our Statement on the recruitment of ex-offenders below.

Medical Assessment

A satisfactory medical declaration must be made before we confirm any offer of an appointment.

Prohibition Checks

In accordance with our statutory responsibilities under the Education Act and outlined in Keeping Children Safe in Education 2023 we will carry out a check on any member of staff carrying out 'teaching work' to ensure they are not prohibited from teaching work.

Each of the following activities is teaching work:

- Planning and preparing lessons and courses for students
- Delivering* lessons to students;
- Assessing the development, progress and attainment of students; and
- Reporting on the development, progress and attainment of students.

* "delivering" includes delivering lessons through distance learning or computer aided techniques. The activities specified above are not teaching work for the purposes of the Regulations if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the Headteacher to provide such direction and supervision.

Overseas Checks

Where candidates have lived or worked abroad in the past 5 years for a period of 3 months or more we will carry out appropriate overseas checks. This will include including references from any overseas education employer where candidates have worked in an education setting overseas.

Validation of Qualifications

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies. This will include checks to ensure that candidates appointed as qualified teachers have QTS status and where appropriate have successfully completed their statutory induction.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of this at interview stage by producing some original documentation such as your passport or birth certificate to confirm your eligibility to work within the UK. Photographic proof of identity will also be required.

Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where everyone is treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age

Statement on recruitment policies, including the recruitment of ex-offenders

Further information about our recruitment policies and procedures, including our policy statement regarding the recruitment of ex-offenders is available on the recruitment pages of our school website. As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.

We will send shortlisted candidates a disclosure form to complete prior to interview. We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants should therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020).

Please refer to the flow charts on our website to determine convictions and cautions that should be disclosed. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences

Privacy Notice for Applicants



This privacy notice details and explains what personal data we will collect, share, store, and use (referred to as "processing" in the data protection legislation).

The categories of information that we process include:

- Contact details
- Copies of Right to Work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also process (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This may include information about:

- Race, ethnicity, sexual orientation, religious beliefs, and political opinions
- Disability and access requirements
- Photographs and CCTV footage
- Criminal convictions and offences
- Data about you that we have received from other organisations such as other schools, local authorities and the Disclosure and Barring Service in respect of criminal offence data.

This list is not exhaustive, to access the current list of categories of information we process please see the school's Data Map, sometimes called the Record of Processing Activity (RoPA).

Why we collect and use workforce information

We use job applicants' data to:

- a) enable us to confirm relevant experience and qualifications
- b) facilitate Safer Recruitment in accordance with our safeguarding obligations towards pupils
- c) enable us to monitor equalities
- d) to ensure access requirements can be met for candidates that need them.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

Article 6 (1) (c). processing is necessary for compliance with a legal obligation to which the controller is subject. and 6 (1) (e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

In addition, concerning any special category data we rely on Article 9:

- Article 9 (2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
- 9 (2) (c) To protect the vital interests of the individual;
- 9 (2) (f) in the event of legal claims or judicial acts,
- 9 (2) (i) As required for purpose of public health (with a basis in law)

We do not currently process any job applicants' data through automated decision-making or profiling. Should this change in the future we will amend the privacy notice to include the rationale and your right to object to it.

Collecting job applicants' information

We collect personal information from individuals directly, e.g., from application forms and references. Most data held will have come from you, but we may hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, or tribunals

Data is essential for the school to function. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and that you can change your mind at any time.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Map/RoPA and the Information and Records Management (IRMS) Toolkit for Schools [IRMS Schools Toolkit - Information and Records Management Society](#)

Who we share job applicants' information with

We do not routinely share information about you with any third parties without consent unless the law requires us, or our policies allow us to do so. Where we are legally required, to share personal information or our policies comply with the UK data protection law) we may share it with:

- our Local Authority (LA) Children's Services e.g., for safeguarding concerns
- Service providers such as HR (Human Resources) and recruitment advisers and consultants
- Employment and recruitment agencies

This list is not exhaustive.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Data Manager or the Data Protection Officer.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e., permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting info@wetherbyhigh.co.uk

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in July 2024

Contact

If you would like to discuss anything in this privacy notice, please contact: **Richard Lewis-Ogden, Data Protection Officer** - DPO@bywaterkent.co.uk