

CANDIDATE PACK

Office Manager



Start date:
ASAP

Location:
Heron Road
London
SE24 0HZ

About Us

Heron Academy a SLD/ PMLD with complex needs school, committed to providing outstanding education to young people.

At Heron, we aim to enrich lives, by providing a secure, caring and supportive environment where our pupils are valued, understood, respected and challenged.

We strive to deliver a curriculum that promotes lifelong learning and stimulates pupils' creativity through specialist technology and high-quality learning experiences in school and the community.

We believe every pupil has the right to achieve their full potential, and our commitment to a strong partnership with all stakeholders is the key to this success. We welcome you on this journey as we endeavour to provide the best quality education for our pupils.





About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk

Our Values

Heron Academy is a place where pupils flourish. We put the pupil's needs at the heart of everything we do. Providing lifelong learning opportunities for all.

Communication is at the heart of all we do, to ensure all our pupils have a voice.

Consistency creates reassurance, which provides a sense of control.

Commitment - We are here for you! Helping us stick to our goals and clarifying our vision.

Confidence helps us try again. It helps us feel ready for life's experiences.

Challenge - By challenging yourself and others, you push the boundaries of what you and they can achieve. Challenges build confidence, resilience, and motivation.

Compassion - We are kind to each other.

Job Description

Job title: Office Manager

Salary: SO1 scale point 23 to 25 on the Lambeth Payscale

Contractual Hours: 35 hours per week

Contractual Weeks: 52 weeks per year

Position Status: Permanent

Reporting to: Headteacher

About our vacancy

At Heron Academy we are seeking especially gifted and talented individuals who can bring fun and entertainment to teaching and learning for groups of pupils with severe and complex learning difficulties.

The Office Manager is managed by and directly accountable to the Headteacher and is responsible for oversight of the school's administration systems, finance administration, human resources, SLAs and facilities management. The post holder will support the academy's Senior Leadership Team and will lead on areas of work as they are identified.

The Headteacher will agree areas of responsibility with the post holder. The post holder will assume line management responsibility for the School Administrator, Receptionist and Site Assistant and will act as a key point of contact for other functions across the Trust.

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We offer a comprehensive and bespoke CPD programme throughout the year and have a good record of upskilling staff at all levels.



Job Description

Main Purpose Of The Role:

- The post holder will be accountable to the Headteacher.
- The post holder is responsible for professional leadership and management of the school office team.
- The successful candidate will need to agree specific objectives with the Headteacher.



Key Responsibilities

Leadership & Strategic:

- Contribute to appropriate Senior Leadership Team meetings.
- To manage and monitor finance, HR, external contractors and resources effectively.
- To undertake line management of the Site Assistant and administrative staff.
- Plan and manage change in accordance with the school improvement plan.
- To lead and inspire staff, and to promote the development of teamwork and collective responsibility to enable all learners to achieve their full potential.
- To actively promote the values and ethos of the school.
- To monitor and review all school policies, creating updates as required.

- Provide accurate and timely information to HR and Payroll in relation to new starters, leavers and other agreed contractual changes or payments arising during employment.
- Maintain mandatory training records for all staff ensuring relevant forms including learner agreements are completed.
- Producing the annual workforce census and other termly reports as required.

Health and Safety

- To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with Health & Safety legislation. To act as the school's Health & Safety Co-ordinator.
- To promote the protection and safeguarding of learners through the active implementation of relevant school policies and procedures with particular reference to: child protection policy, positive handling policy, behaviour policy and the staff code of conduct, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- Strategic responsibility for development of a risk assessment policy as it relates to staff, visitors and pupils: including security, curriculum, fire, school journey, equipment, buildings, insurance and administration.

Facility & Property Management

- To liaise closely and work in partnership with the Site Assistant in planning for all refurbishment/development and maintenance works where these are to be funded from revenue/delegated capital budgets including drawing up of specifications, issuing of contracts, and contract compliance.
- Overseeing the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations. Working with the Trust Estates team where required to get support, advice and guidance where relevant regarding any capital projects.
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.

The scope of this profile reflects the needs of the school at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the school change over time.

General requirements

Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote the our STARS values, contributing positively to our culture and reputation.

Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity to all.

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Free financial and mortgage advice for employees
- Excellent pension schemes, including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest
- Professional development, with access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme, providing free, confidential support
- Travel Support, with an annual season ticket loan and cycle-to-work scheme
- Wellbeing and Lifestyle Benefits, including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

Person specification

Qualifications	Essential	Desirable
A degree-level qualification, or equivalent experience, relating to Business, Finance or Human Resources Management.		X
Training in areas relevant to the post which might include SIMS, Microsoft Office products and management training.		X
Knowledge & Experience		
Experience of middle or senior management including a strong track record in financial management	X	
Experience of managing a team and delivering performance management and addressing underperformance when necessary.	X	
Experience of managing a budget and resources	X	
Knowledge and understanding of legislation of Alternative Provision and their role within the wider borough strategy for promoting positive behaviour		X

Experience of premises management	X	
Experience of implementing sound financial systems to ensure maximum educational benefit to pupils within a cash limited budget	X	
Experience of establishing and maintaining partnerships with schools	X	
Experience of working with parents and local community organisations	X	
Knowledge of financial management systems. Knowledge of Sun Systems, SIMS and ARBOR will be an advantage.	X	
An excellent knowledge of ICT systems and the ability to use ICT to enhance service delivery of administration	X	
An understanding of Special Educational Needs and the Code of Practice as well as Child Protection procedures	X	
A commitment to promoting equal opportunities and inclusion, and an understanding of the links between schooling, behaviour and equality of opportunity	X	
Understanding of the process of delivering a multi-disciplinary support service to young people		X

Skills and Competencies	X	
Proven management skills including the management of people and resources	X	
Proven consultation and negotiation skills including effective communication skills, both oral and written	X	
Evidence of working effectively within a team and of providing effective line management.	X	
The ability to complete tasks within strict deadlines and to work flexibly to achieve targets	X	
Ability to use initiative in developing financial administration systems and reports to increase efficiency and effectiveness through clear and accurate presentation of data.	X	
Advanced spreadsheet skills	X	
Evidence of effective planning and organisational skills	X	
Experience of handling staffing matters with discretion, tact and sensitivity, and maintaining confidentiality at all times.	X	

Other Qualities		
An understanding of, and commitment to, the Trust's Equality and Diversity policies	X	
An understanding of, and commitment to, the Trust's Health and Safety Policies	X	
An understanding of, and commitment to, the Trust's Safeguarding and Child Protection policies.	X	
A commitment to undertake relevant professional development activities as appropriate to the remit of the role.	X	

How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

