

Position of
SCHOOL OFFICE MANAGER
Yarm School,
North Yorkshire



Co-educational | Day School | Ages 3-18 | HMC



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THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18.

There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.

LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

THE ROLE

We are looking to recruit an experienced School Office Manager with immediate effect, into our dynamic and busy Senior School Office. The School Office Manager at the Senior School is directly responsible for the management and oversight of all office systems and workload prioritisation, ensuring effective communication with and support of stakeholders in a range of operational and administrative areas. It is a diverse, challenging and rewarding role in a busy and stimulating environment.

The position is accountable for the Senior School Administrator and the Senior School Receptionist and will in turn be managed by the Senior Deputy Head. **Please note that although this role is within an education environment, we require attendance during the School holidays, as well as term-time.** The ideal candidate will be ambitious to take on this new challenge, have enthusiasm to understand the inner workings of the School and preferably have previous experience of working in a School Office environment or a similar administrative role.

GENERAL DUTIES & RESPONSIBILITIES

1. Diary management of office workload in advance of key events/tasks.
2. Review, suggest and implement appropriate changes to administrative elements of the MIS (iSAMS).
3. Implementation of new systems to enhance the effectiveness of the School Office.
4. Oversight of the Coach Service, as one of the administrative functions of the School Office. This will include supporting the Senior School Administrator who is currently responsible for home to school transport, and helping to manage phone calls and emails from parents and our coach service providers in the first instance.

Secretarial and administrative support for a variety of senior teachers, including the Senior Deputy Head, Deputy Head (Academic), Director of Studies, Head of Middle School and Head of Sixth Form. From time to time, some support may also be required for Games and Outdoor Education.

Pupil attendance records: The Office staff are required to maintain oversight of the pupil 'absence', 'late' and 'permission to sign out' lists, ensuring that information is transferred and recorded correctly in tutor group registers. From this, they collate and prepare half-termly absence information for Heads of Year. They ensure that all attendance records on the MIS (iSAMS) are updated

and correct, and in conjunction with the Deputy Head (Academic), they liaise with and report to ISI Inspectors on all matters relating to pupil attendance as appropriate.

Trips: The Office Manager will oversee any administrative support to School departments as requested, including: managing correspondence with parents or with tour companies; collating pupil responses/consent forms; recording payments for submission to Finance Office; setting up and managing payment schedules; managing consent forms including medical/dietary requirements; collating and recording of travel documentation e.g. passports/visas/travel permits etc; booking accommodations/flights/airport parking etc; preparing paperwork for the School's EVC, and trip folders which contain emergency contact information.

Miscellaneous: The Office Manager is also required to undertake a variety of other miscellaneous tasks, such as: attending Staff meetings/briefings and producing minutes; administrative support for the organisation of Parents' Evenings as well as attendance; handling correspondence, telephone/reception duties; providing occasional cover support for two other support staff (Minibus Coordinator and Reprographics); collecting and recording SCR subscriptions; undertaking other MIS (iSAMS) administration such as maintaining pupil health and dietary records; attending Open Mornings; managing the hard copy post (in and out); administering First Aid and conducting any other general tasks as required.

The tasks above are not all required all of the time: some are daily tasks, but many are termly events that take up a certain amount of administrative time. Many tasks are split between the Office Manager and the Office Assistant and the Receptionist.

BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff
- Staff receive a generous discount on school fees.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%)
- Life assurance (death in service benefit of twice annual salary)
- Exceptional variety of high quality lunches, free during term time
- Dedicated on-site free parking
- Employee Benefits Scheme
- Cycle to Work Scheme
- Use of school gym outside school hours
- Discounted Auditorium tickets for School productions

PERSON SPECIFICATION

	Essential	Desirable
Personal competencies	<ul style="list-style-type: none"> Leadership and managing a team Excellent organisational skills Ability to effectively time manage Adaptable communication style to liaise with all stakeholders Resilience to challenges Excellent customer service skills 	
Education/Qualifications	<ul style="list-style-type: none"> GCSEs/NVQ or equivalent 	<ul style="list-style-type: none"> Secretarial or business qualifications
Relevant technical skills	<ul style="list-style-type: none"> IT Competence with packages such as Microsoft Office Suite Or Google equivalents Mail merge 	<ul style="list-style-type: none"> Google Drive iSAMs
Experience in the industry/role/IT	<ul style="list-style-type: none"> Worked for 5 years in an administration role 	<ul style="list-style-type: none"> Education background At least 2 years' experience managing a team
Attitude and behaviours required	<ul style="list-style-type: none"> Positive attitude Integrity Team player Motivated to surpass expectations Proactive work ethic, with a willingness to work hard. 	

CONTRACTUAL MATTERS

- The post is offered at a salary range of £24,500 to £26,800, depending on experience.
- Permanent contract, 40 hours per week, Monday -Friday, 8.30am to 5pm (30 minute unpaid lunch break)
- Please note that although this role is within an education environment, we require attendance during the School holidays, as well as term time.
- We require flexibility to ensure there is cover for events throughout the year. There will be a requirement to work at weekends to attend Open Days and to attend parents' evenings. These additional hours will be paid as an overtime allowance at the current hourly rate of pay.
- 21 days + plus bank holidays, and you will accrue one additional day each year, after your first year of employment, up to a maximum of 24 days. Additionally the period between Christmas Eve and New Year where the school is closed, which will be given as additional days.
- Annual leave must be taken during the school holiday periods.
- Pension and life insurance is available for eligible employees
- Access to the School's Employee Benefit Scheme
- No smoking or vaping on the School site
- Free on site parking

CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview will be asked to submit a self-declaration form before attending the interview in which they will answer a number of targeted questions about any criminal history or information that would make them unsuitable to work with children. More information about this can be found at:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is a pupil-facing role and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children, and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

SAFEGUARDING

Yarm School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to vetting checks including an enhanced DBS check.

Applicants for all vacancies at Yarm School are encouraged to read these policies on our website before applying:

[Safeguarding and Child Protection Policy](#)
[Vetting and Suitability Policy](#)

EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted by email with a covering letter explaining why the candidate and post are mutually suited.

APPLY

The application form is available on the [Yarm School website](#).

Deadline: Noon, Wednesday 19th July

Provisionally shortlisting will take place after the submission deadline with **interviews to be held on Tuesday 25th July**. Unsuccessful applicants will be advised by email that they have not been shortlisted. Due to the volume of applications that we receive we are unable to provide individual feedback.

All applicants must use the Application Form provided, together with submitting a covering letter to the School Manager, explaining why the applicant is suited to the post; CVs may also be submitted but are not a substitute for the Application Form. Download the full job description, application form and application process below. All applications must be sent via email to HR@yarmschool.org

Yarm School
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TS15 9EJ
01642 786023