



Office Manager





Welcome from the Chair of the Board of Trustees

We are delighted that you are interested in applying for a position at the Northampton Primary Academy Trust (NPAT).

The Northampton Primary Academy Trust Partnership was founded in August 2012 and was built on the vision of five Headteachers to bring together like-minded schools to provide quality-first teaching and learning to all children across member schools, delivered and supported by passionate personnel of the highest professional calibre. Our member schools come in many shapes and sizes, from small to large, split-site primaries and cover a diverse geographical range and socio-economic mix.

Our vision is to achieve “educational excellence; creating opportunities and enriching lives”. To achieve this, our mission is to develop a Multi-Academy Trust of highly effective and sustainable schools. NPAT schools all share a common vision and are committed to the NPAT values, whilst retaining the freedom to innovate and develop their own identity and character.

The Trust is built on the principle of synergy; that a collaboration of vibrant and successful schools can achieve collectively what a single school couldn't achieve alone. NPAT improves our schools using teamwork and innovation through partnership working that brings together children, parents, teachers, governors and school leaders.

From the original five schools we have seen progressive growth, with twelve schools currently on board and a thirteenth due to open in September 2022. Whilst we grow in size, the Trustees and Executive Team are keen to ensure that we retain the values and ethos upon which our Trust was originally built.

Joining our Trust will mean that you will benefit from excellent opportunities to learn and further your career, through strong collaboration and good career progression opportunities across our school network, and you will have great fun along the way.

We are on an amazing journey and we would be delighted to welcome you on board to be an integral part of it!

Thank you

Jeremy Stockdale

'Achieving Extraordinary Things'

Dear Applicant

Thank you for your interest in furthering your career at Northampton Primary Academy Trust. We aim to appoint and retain the highest calibre of staff at all levels. We work hard to ensure that our staff have every opportunity to develop as professionals throughout their career.

We are committed to developing the best working practices for our staff and ensure that staff working conditions, workload and well-being are at the heart of our thinking.

Our NPAT Staff Pledge shows our ongoing commitment to our workforce and we try to ensure that anyone working in an NPAT schools can expect:

- A fair and reasonable workload.
- High quality training and CPD opportunities that meet the needs of individual members.
- A fair pay and reward package at least equal to the national agreement for teachers, and the Local Authority pay scale for support staff.
- Support and incentive to ensure positive well-being.
- Higher priority placement in the school that you work at for the admission of staff children.

NPAT is committed to providing the most innovative, creative and inclusive education possible. We pride ourselves on high expectations and outcomes for our children through a curriculum which is aimed at nurturing the whole child academically and personally.

We are committed to the personal and professional development of our staff, offering innovative, collaborative and supportive approaches to training and development courses in priority areas. We are always keen to hear about the professional needs of our staff, so please feel free to let us know of any areas that you feel we could support you with.

NPAT always aims to be at the forefront of the latest educational thinking and research, including our current work on curriculum development which will provide clarity to teachers about wider curriculum content so that their valuable time can be spent concentrating on delivery and personalising this to meet the needs of their learners. We aim to work with the very best educational researchers and give our staff every opportunity to hear the latest research evidence tied in to our education strategy and priorities.

We hope that you will join us in one of our NPAT schools and look forward to working closely with you.

Yours sincerely,

Julia Kedwards, OBE

NPAT Chief Executive Officer

Follow us on Twitter: @NPATrust, **Telephone/text:** NPAT Office 07741 654181
Email: recruitment@npatschools.org, **Website:** <https://npatschools.org/index.php>

"The Northampton Primary Academy Trust (NPAT) is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including the right to work in the UK, a health check, an enhanced DBS check and satisfactory references."



The Northampton Primary Academy Trust (NPAT)

NPAT was formed in 2012 by a group of five Northampton Schools who believed that by working together, they could achieve something truly special for children across Northampton Town. NPAT is now a collaboration of twelve schools representing more than 4500 fabulous children and 700 amazing staff. Our schools are:

Abington Vale Primary School

Blackthorn Primary School

East Hunsbury Primary School

Ecton Brook Primary School

Headlands Primary School

Langland Community School (Milton Keynes)

Lings Primary School

Rectory Farm Primary School

Simon de Senlis Primary School

Stanton Cross Primary School (due to open to reception pupils in September 2022)

Thorplands Primary School

Upton Meadows Primary School

Weston Favell CE Primary School

NPAT is driven by a vision of innovation, high aspiration and achievement, and a commitment to sport and the arts. This approach is encapsulated in our motto:

'Achieving Extraordinary Things'

NPAT schools all share a common vision - **to achieve educational excellence, create opportunities and enrich lives** - and are committed to shared principles and approaches whilst retaining the freedom to innovate and develop their own identity and character. Our schools span a range of communities and locations across the town, and we are able to offer staff opportunities to collaborate with others across the Trust.

The partnership is built on the principle of synergy; our collaboration of vibrant and diverse schools can collectively achieve more than a single school working alone. NPAT schools improve using collaboration and innovation through partnership working that brings together children, parents, teachers and school leaders, with the understanding that we are one organisation with many different sites:

'My school is your school; your children are 'our' children.'

Within the partnership, schools will have a range of strengths and needs and will be at different stages in their improvement journey. All schools are committed to an ethos of mutual support, sharing of best practice and co-creation of NPAT policies and curriculum approaches.

Welcome to Stanton Cross Primary School

We are delighted to welcome you to Stanton Cross Primary School, a brand-new school to open its doors to the first cohort of Reception children in September 2022.

Stanton Cross is a £1 billion residential-led development to the east of Wellingborough, which will eventually include 10,000 new homes, alongside new leisure and retail amenities and commercial space – including offices, industrial space and a trade park. For further information on the development click [HERE](#).

The school will eventually house up to 420 primary pupils starting with Reception children in September 2022, enjoying state-of-the-art classrooms, a main hall and kitchen, a playground, soft play area and a dedicated nursery and children's centre for younger pupils and their families - offering outstanding family provision to support the Stanton Cross community.

We are very much looking forward to providing the same high-quality educational provision already enjoyed by more than 4000 current NPAT children to those attending the new nursery and primary school, providing a stimulating and purposeful learning environment which is both supported and complemented by a rich programme of enhanced curriculum sports and arts activities.

We look forward to welcoming you to our school.

Welcome message from the Executive Head Teacher

Dear Applicant

Thank you for your interest in the post of Office Manager at Stanton Cross.

I am incredibly excited to be the Executive Head Teacher at Stanton Cross Primary School, a new two-form entry primary school in Wellingborough.

Establishing a new school is a unique opportunity for all concerned. Stanton Cross is a *clean page* for the trust although not a *blank page*. It will be the first school that the trust will have established from scratch. The trust has a strong, ambitious vision that we navigate towards with a moral compass to ensure that all children thrive to achieve their very best in all aspects of school life. Our vision is underpinned with agreed aims and principles and an ambitious, world-class curriculum that is supported by experts in the trust. My job is to ensure that the NPAT vision encompasses the uniqueness of the community at Stanton Cross. Establishing the school's identity and values will be for all stakeholders to contribute to and for the children to benefit from.

With all that I lead, the children will be at the centre of decisions made. The team that is developed over time at Stanton Cross will be dynamic and share a tenacious desire to ensure that all children understand themselves, others and their world. We will be ambitious with all that is done to ensure that the children leave the school with a secure sense of self, ready for their next phase in education and life beyond having reached their aspirational potential academically, physically, creatively and socially.

The Office Manager will be responsible for managing all aspects of the 'behind the scenes' operation of the school; the admin, human resources, facilities and property, purchasing.

Please contact Angela James angela.james@stantoncrossprimary.co.uk to book an appointment.

Closing date for applications will be Friday 10 June at 12.00pm.

Yours faithfully,

Darren Smith

**Executive Head Teacher
Headlands Primary School and Stanton Cross Primary School**

NPAT School Office Manager

Job Description

May 2022

POST DETAILS	
Post Holder Name:	School Office Manager
Responsible to:	Executive Head Teacher/ Deputy Head Teacher
Liaise with:	School Senior Leadership Teams, NPAT central team, Teaching and Support Staff, Parents/Carers, Pupils and Catering Manager.
Responsible for:	Site Supervisor, Office Staff, Non-Teaching Support Staff.
Hours:	37 hours per week 40 weeks per year
Starting Salary:	Support Staff Pay Scale H
Key responsibilities:	<ol style="list-style-type: none"> 1. HR and payroll Management 2. Facility and Property Management 3. Health and Safety Management 4. Ordering and receipting supplies and services
KEY RESPONSIBILITIES	
1 – Purpose of the Post:	<ul style="list-style-type: none"> • The School Office Manager is responsible for the Admin Management, Human Resource Management, Facility and Property Management, Health and Safety Management and ordering of supplies and services for the School. • Responsibility for developing clear processes and practices throughout the school in line with NPAT procedures. • To facilitate the effective delivery of the non-teaching operational aspects of the school. • To strategically advise the school leadership team on all operational aspects in relation to non-teaching support. • To manage the data and administration systems in schools ensuring compliance with statutory regulations and deadlines. • To manage and oversee the premises, catering and administrative functions in the school. • To ensure that the admin support staff are deployed in an effective way in order to provide an efficient administrative service to the Leadership Team, teaching staff and Governing Body. • To manage the processing of monthly payroll. • To jointly develop administrative procedures for the school in line with NPAT procedures and to be responsible for the agreed procedures in order to ensure that all legal requirements are met. • To be a point of contact in the school for IT support and maintenance.

	<ul style="list-style-type: none"> To assist with income generation, seek funding opportunities and preparing bids as necessary. To ensure a high standard of confidentiality and integrity in all school matters.
2 – Data and Management Systems:	<ul style="list-style-type: none"> To oversee the management of data systems for both staff and pupils within the school. To ensure information is provided in good time as per deadlines that are set. To ensure statutory returns are completed on time at school level and provide information to the NPAT Central Team when Statutory Returns for the Trust are required. To help support and train staff on data and financial systems within the school and wider Trust.
3 – Leadership and Strategy:	<ul style="list-style-type: none"> To attend Senior Leadership Team meetings to support with strategic decision-making. To lead and manage all non-teaching support staff that are employed by the school. To assist the NPAT Central Team and school’s Senior Leadership Team with the delivery of change.
5 – Human Resources	<ul style="list-style-type: none"> To liaise with the Headteacher, NPAT Central Team and their HR providers on personnel issues. To ensure staff records are kept up to date. To ensure the Single Central Record is up to date and meets the requirements of Ofsted, Safeguarding and Employment Law. To assist as required with the implementation and delivery of all HR processes and policies. To ensure the Senior Leadership Team and LGB are aware of the latest NPAT HR policies and procedures. To review payroll reports produced by outsources payroll provider ensuring all movements are supported by signed/approved documentation.
6 – Health and Safety	<ul style="list-style-type: none"> To act as the Schools’ Health and Safety coordinator and Fire Officer. To ensure, in liaison with the Site Manager, the testing of fire procedures, systems and equipment and the keeping of accurate records. To ensure the NPAT Health and Safety policy is tailored to the school and is circulated to all staff. To ensure systems are in place for the identification of hazards and risk assessments are written to minimize risk for all on site and off site activities.
7 – Facility Management	<ul style="list-style-type: none"> To liaise with the Site Manager to ensure the safe maintenance and operation of the school’s premises. To ensure contractors on site are meeting their required contractual obligations and the school’s Health and Safety and Safeguarding procedures.
8 - Catering	<ul style="list-style-type: none"> To liaise with the catering contractor over the provision of meals and ensure they meet all Food Hygiene regulations. To oversee the process of ordering meals with the contract provider.
9 – Ordering of supplies and services	<ul style="list-style-type: none"> To raise purchase orders for supplies and services, ensuring purchasing process and polices have been followed. To place orders for supplies and services once approved. To monitor cost centre reports and raise any concerns to the Head of school.

	<ul style="list-style-type: none"> • To receipt supplies and services received within the finance system. • To liaise with NPAT central team regarding purchase invoice queries, income receipts, credit card spend etc.
Relationships:	<p>The nature of the post will bring the post holder into contact with a wide range of people both within NPAT Schools and outside the organisation and the post holder will be expected to maintain high quality relationships with all of the following:</p> <ul style="list-style-type: none"> • Children • Parents • All Staff • NPAT Central Team • Members of Local Governing Bodies • Outside agencies including the Department for Education, Education and Skills Funding Agency and the Local Authority • Professional Service Providers for NPAT
Other:	<ul style="list-style-type: none"> • To contribute to NPAT’s overall development as an active member of the Central Team to ensure that it operates on the basis of shared and collective responsibility • Annual leave to be agreed with your line manager. • It may be necessary occasionally to work additional hours outside those stipulated in the contract. When this is required, additional hours or TOIL will be agreed with your line manager prior to the additional hours being worked.

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks, therefore, all posts within the Trust are subject to an enhanced DBS with Barred List check.

The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

Signed by post holder:	
Date:	

NPAT School Office Manager

Person Specification

May 2022

	Essential	Desirable
Qualifications:	Finance qualifications relevant to the post OR appropriate extensive experience in a similar role.	Degree level finance qualification CIPD Qualifications Institution of Occupational Safety and Health (IOSH) Data Protection / GDPR
Experience:	At least 3 years' high level Business and Finance Management or experience, preferably within an education context within a maintained school or an Academy Trust.	
Professional Skills:	<ul style="list-style-type: none"> • Ability to think strategically and contribute to the continued development of NPAT • High level decision making skills • Ability to formulate ideas and to present them clearly • High quality written and verbal communication skills • High quality research and analytical skills • High quality organisational skills and experience of using, maintaining and developing administrative systems • Ability to organise a variety of competing priorities and deadlines across the Trust • To be able to anticipate and solve problems • To understand the need for confidentiality and data protection • Ability to establish effective relationships at all levels • Ability to manage and resolve conflict • Ability to manage one's own time effectively • Ability to enlist outside expertise and resources to enhance effectiveness • Understanding of Safeguarding 	

ICT Skills:	<ul style="list-style-type: none"> • Office 365 • Microsoft Outlook, Word, Excel, PowerPoint, Publisher • Experience of Financial Management Systems • Ability to learn new ICT systems 	
Personal Qualities:	<ul style="list-style-type: none"> • High expectations of self and others • Work under pressure, maintaining a sense of perspective and meet competing deadlines • A sense of humour • A team player • Commitment, honesty and integrity • An open mind and the ability to adapt to change • A desire to succeed and help others achieve success 	

Statement of Equality

Northampton Primary Academy Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. Applications are invited from all members of the community.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

Safeguarding

Nothing is more important than keeping all our children safe, especially the most vulnerable. The NPAT Partnership is fully committed to ensuring that children with SEND, those eligible for Pupil Premium funding and other vulnerable groups are able to achieve as highly as possible. Schools within the partnership will have the most rigorous and updated procedures and policies, which help keep children in our care safe. We will ensure that all vulnerable groups of children achieve highly, when compared to their peers nationally, through the following measures:

- All schools will be subjected to an annual safeguarding audit
- All schools will hold the Inclusion Quality Mark (IQM)
- Behaviour and Safety of children will be outstanding in all our schools

Our Trust policy can be found here:

<https://www.npatschools.org/>

How to Apply

To apply for this position, please complete the attached Trust Application Form and submit, together with a letter of application of no more than two sides of A4 supporting your application.

Please return by email to recruitment@npatschools.org.

Closing date: **Monday 4 July 2022 at 12.00pm.**

Recruitment Privacy Notice

Policy Statement

We are Northampton Primary Academy Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*

- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) or replacement organisation, Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the [Trust/Academy/School] to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Records Management Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

NPAT Data Protection Officer – email: dpo@npatschools.org

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact our Data Protection Officer. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer – email: dpo@npatschools.org

