

Job Description

ROLE TITLE	Office Manager
GRADE / SCALE POINT – SALARY	Grade 4, SP9–12 (FTE £27,254–£29,540 / actual £21,556–£23,365 per annum)
PENSION SCHEME	Local Government Pension Scheme
REPORTING TO	Headteacher

INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all, Unity Schools Partnership works collaboratively to deliver the highest standards of education.

- Unity Schools Partnership is a family of interdependent schools with a shared ambition to transform lives.
- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all Trust schools, and the Trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are committed to the development of a high-quality, evidence-informed model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The Trust expects its work to be characterised by its values:



The vast majority of the Trust’s schools are successful and high-performing, judged ‘Good’ and ‘Expected Standard’ by Ofsted. The ambition over the next three years is for schools across the Trust to become routinely ‘Strong’, characterised by top-quartile performance and with the capacity to support additional schools in the area that would benefit from being part of the Trust.

In order to achieve this ambition, the Trust will focus on:

Excellent education – Our plans at secondary and primary level aim for top-quartile outcomes for pupils, with very high parental and external approval ratings of our special schools.

Excellent staff – We are committed to recruiting, developing and retaining great people, creating clear pathways for internal progression and ensuring Unity Schools Partnership is an excellent place to build a career in education.

Excellent support for schools – At the core of our success is the support provided across the Trust for headteachers and staff working in Unity schools, from a range of experts at the centre and in our schools.

CORE JOB PURPOSE

The postholder will support the safeguarding, welfare, attendance, health and pastoral needs of pupils, particularly those with severe learning difficulties and complex needs. Working under the direction of the Headteacher, Designated Safeguarding Lead and senior leaders, the postholder will help ensure pupils are safe, well supported and able to access school life with dignity, consistency and care. The postholder will maintain accurate records, liaise appropriately with families and external professionals, and implement agreed strategies within clearly defined school procedures and professional boundaries.

KEY RESPONSIBILITIES

Safeguarding and Child Protection

- Work under the direction of the Designated Safeguarding Lead to support safeguarding procedures.
- Monitor and report concerns regarding pupil welfare, behaviour or wellbeing.
- Maintain accurate and confidential records of safeguarding concerns.
- Support the implementation of safeguarding policies and procedures within the school.

Pupil Welfare and Pastoral Support

- Provide day-to-day welfare support to pupils with complex physical, emotional or behavioural needs.
- Support pupils to regulate their emotions and behaviour in line with individual plans.
- Promote pupils' independence, dignity and self-esteem.

Attendance and Family Liaison

- Monitor pupil attendance and punctuality under the direction of senior staff.
- Follow up on absences in line with school procedures.
- Act as a point of contact for parents and carers regarding welfare concerns.
- Support engagement with families, including signposting to external services when appropriate.

Medical and Health Needs

- Support the administration of medication in line with school policies and training.
- Assist with health care plans, including feeding, toileting and mobility support, under guidance.
- Liaise with school nurses, therapists and medical professionals as directed.

Behaviour Support

- Support pupils with challenging behaviour using agreed de-escalation approaches.
- Record incidents accurately and report them to relevant staff.

Multi-Agency Working

- Work collaboratively with external professionals, including social workers and therapists, as directed by senior leaders.
- Attend meetings, such as Team Around the Child meetings and Education, Health and Care Plan reviews, when required.
- Contribute information to reports under supervision.

Administrative Duties

- Maintain accurate welfare, safeguarding and attendance records.
- Support the completion of risk assessments and care documentation under guidance.
- Ensure compliance with school policies and statutory requirements.

Working Under Direction

- Follow guidance and instructions from the Headteacher, Designated Safeguarding Lead and senior leadership team.
- Implement agreed strategies rather than independently setting policy.
- Escalate concerns promptly to appropriate senior staff.
- Work within clearly defined procedures and professional boundaries.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the Trust's and the schools' Safeguarding policies.

The postholder will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

GENERAL

1. Actively contribute to and promote the overall ethos and values of each school and the wider Trust.
2. Participate in training and other learning activities and performance development as required.

3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to schools or the wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust’s business at all times.
5. Act as an ambassador for the schools and the wider Trust within local communities and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Executive Headteacher, Headteacher, Head of School or a member of the Senior Leadership or Trust Executive Leadership teams.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> - Good standard of education, including English and maths, or equivalent experience. - Willingness to undertake relevant safeguarding, medical, behaviour and welfare training as required. 	<ul style="list-style-type: none"> - Safeguarding training at Level 2 or above. - First Aid training.
Experience	<ul style="list-style-type: none"> - Experience of working with children with severe learning difficulties or additional needs. - Experience of supporting pupils’ welfare, wellbeing or pastoral needs. - Experience of maintaining accurate and confidential records. 	<ul style="list-style-type: none"> - Experience of behaviour management and de-escalation techniques. - Experience of working within a special school or specialist SEND setting.
Knowledge and Skills	<ul style="list-style-type: none"> - Strong understanding of safeguarding and child protection responsibilities. - Good communication skills with pupils, staff, families and external professionals. - Ability to follow direction, implement agreed strategies and work as part of a team. 	<ul style="list-style-type: none"> - Knowledge of SEND, Education, Health and Care Plans and multi-agency working. - Knowledge of attendance procedures, health care plans or risk assessment processes.

	<ul style="list-style-type: none"> - Ability to maintain confidentiality and accurate records. - Ability to respond calmly and appropriately to pupils' needs and escalating situations. 	
Personal Qualities	<ul style="list-style-type: none"> - Calm, patient and caring approach. - Respectful of pupils' independence, dignity and self-esteem. - Able to work flexibly to meet the changing needs of pupils in a special school environment. - Able to work within clearly defined procedures and professional boundaries. - Committed to positive relationships with pupils, families, staff and external agencies. 	
Safeguarding	<ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children and young people. - Willingness to hold a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS). - Willingness to undertake safeguarding and child protection training as required. 	