



HALEWOOD
ACADEMY

WE SEEK THE BEST

OFFICE MANAGER

APPLICATION INFORMATION

Closing date: Wednesday 3rd July 2024 at 9am

A GREAT
PLACE TO
LEARN

HALEWOODACADEMY.CO.UK



MEMBER OF THE
WADE DEACON TRUST

Office Manager

JOB SUMMARY

SALARY: NJC Grade 5, SCP 12 – 17. Salary: £26,421 - £28,770

START DATE: 1st September 2024

WORKING PATTERN:
Full time, Full year

CONTRACT:
Permanent

We are seeking to appoint an energetic and enthusiastic Office Manager to join Halewood Academy. The successful applicant will be responsible for the management of the human resource administration procedures including complex administrative processes as well as being responsible for the efficient running of the school office and to delegate tasks to designated staff as appropriate.

The role requires prioritising a demanding and varied workload in a very busy office environment. You will be responsible for effective management of the school office administrative support functions and ensuring statutory processes are followed, in a range of key areas.

Previous experience of working in a similar environment, with an understanding of school systems and structures would be desirable but is not essential.

You will be joining the Academy at a very exciting point along its journey to excellence.



Office Manager

JOB SUMMARY

The successful candidate will be pivotal in our journey to outstanding.

You will be given full support in your career development as we believe that development of staff is a key aspect in raising standards for our students. You will benefit from visionary, inspirational and dynamic leadership and be empowered to develop your own skills with access to world-class CPD. We are committed to professional development and have a strong track record of supporting colleagues to progress in their careers.

Find out what it is like to work for us by watching the video on the following link: [Halewood Academy](#)

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is exempt from the Rehabilitation of Offenders Act 1974, and is subject to an enhanced DBS check and satisfactory medical clearance



PRINCIPAL'S WELCOME

Thank you for your interest in this post at Halewood Academy. We are extremely proud of our learning community and how students and staff work together in order to achieve the highest possible educational outcomes.

Halewood Academy is a warm and welcoming school at the heart of the community of Halewood. Visitors often tell us that their first impression of the school is of a friendly, lively and stimulating learning community. They commend the good behaviour of the pupils and their thirst for knowledge.

We continue to be oversubscribed for September 2024 and our roll has been growing over time. This is an excellent opportunity to join our successful school at the start of its new journey and to play a crucial role in our schools' further growth and success.

This application pack is designed to help you decide whether or not you feel this school is one in which you would like to further your career by helping our young learners to raise their standards of attainment to their maximum potential.

Applications will be assessed on evidence of professional competence, communication skills, leadership qualities and personal attributes. Please note that we do not accept or require your CV.

If you think you are the right person for us, or if you have any questions about the role, we look forward to hearing from you.

If you would like to arrange an informal visit to school prior to applying, contact HumanResources@HalewoodAcademy.co.uk and we would be pleased to welcome you.

Details of how to apply are included towards the end of this pack. You can find out more about our wonderful school community by watching the following video: [Halewood Academy](#)

I look forward to receiving your application.

Ian Critchley
Principal



ABOUT OUR **SCHOOL**

Halewood Academy is a successful 11 - 16 school and is part of the Wade Deacon Trust.

It has recently been judged to be a 'Good' school in March 2022 by Ofsted.

The successful candidate will be part of our continual journey to Outstanding.

We are a thriving secondary school at the heart of the community and work well with local businesses. Therefore, a passion for developing community engagement is essential.

Halewood Academy is a new modern build on a shared campus with one of our primary schools and has a strong reputation in Halewood and the wider Knowsley community. The school offers exceptional facilities on a spacious site including modern sports amenities and playing fields. We pride ourselves on our high expectations, a

commitment to ensuring all pupils can be the best they can be and that high-quality teaching and learning provision is in place for all. You will share these values and be able to enthuse and motivate our pupils and staff with your passion, presence and personality. You will be an excellent communicator, ambitious and will embrace the task of driving forward further improvement.

We can offer you fantastic, eager children and supportive parents. We have dynamic and friendly staff who are passionate about raising standards and aspiration for all children, regardless of their ability and circumstances. Above all else, we are a school that believes that every student, regardless of their context or starting point, can and should achieve their full potential. If you believe that you have the motivation, belief and leadership quality to contribute to our future success, we would welcome an application from you.

Halewood Academy is a supportive and rewarding place to work. We can offer the successful candidate an opportunity to work with highly trained and supportive staff, as well as benefit from our whole Trust commitment to high quality professional development.



WHY WORK AT HALEWOOD ACADEMY?

There are lots of great reasons to join the staff team here at Halewood Academy:

- Working at the heart of a local community, supported by a team of dedicated teaching and support staff
- Based in a modern teaching building, with access to free sporting and fitness facilities for staff (7am – 6pm)
- Supported by a weekly CPD programme developed by our team of Teaching & Learning lead practitioners
- Access to a wide range of staff benefits, exclusive discounts and wellbeing initiatives
- Recruitment and retention payments available to attract and nurture suitably experienced candidates
- Additional payments for supporting lunchtime duties (£9 per duty plus a free lunch!)

Wade Deacon Trust

Halewood Academy is a secondary school in a growing multi-academy trust; The Wade Deacon Trust. The Trust is focused upon improving life chances for students

and communities providing sustainable school improvement; and schools joining the Trust do so with the prime aim of improving each other so that they can all become outstanding schools.

The Trust comprises of eight academies working as equal partners, who strive for excellence in all they do for the benefit of their pupils.

The Trust aims to provide a supportive and collaborative context in which the schools can grow and develop. That support takes many forms but has a clear focus on high expectations, school improvement and continuous professional development, thus ensuring that all pupils can fulfil their potential.



A GREAT
PLACE TO
LEARN

HOW TO **APPLY**

Application Forms

Any interested candidate should apply by completing the online application form and a personal statement addressing the following points:

- why you are interested in this post and how you have prepared yourself so far
- what contributions you feel you can make to students' development within our school
- any particular areas of strength and expertise you feel you may have

Our online application form is available via the school website;

<https://halewoodacademy.co.uk/>

If you have any difficulty completing the application form, please contact the school via email at

HumanResources@HalewoodAcademy.co.uk

Application Deadline

Closing date: Wednesday 3rd July 2024 (9am)

Interviews will take place throughout July 2024

Questions

Please contact

HumanResources@HalewoodAcademy.co.uk

Safeguarding

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check and satisfactory medical clearance.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

For further information on criminal record self-declaration please refer the guidance available on our website at

<http://www.wadedeacontrust.com/work-with-us/how-to-apply/criminal-records-sel/>





HALEWOOD ACADEMY

WE SEEK THE BEST



Halewood Academy
The Avenue, Wood Road,
Liverpool L26 1UU
Tel: 0151 477 8830

Principal: Mr I Critchley