

# Information for Prospective Candidates



Gildredge  
House

An Ofsted  
**GOOD**  
School



JUNE 16 2025

**Position: Office Supervisor**

**Contract: Full-time; Term-time only; Permanent**

**Start date: 01 September 2025**

**Deadline: Monday 7<sup>th</sup> July at 9.00 a.m.**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Office Supervisor**. We hope this pack is informative and useful but if you require any additional information or have questions, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk).

*Please note: applications will be reviewed as they are received, and we may therefore interview and appoint to this role before the closing date. Early applications are therefore advised.*

**CLOSING DATE:** Monday 7<sup>th</sup> July 2025 at 9.00 a.m.  
**START DATE:** 01 September 2025, following all pre-employment checks  
**INTERVIEWS:** Friday 11<sup>th</sup> July 2025  
**HOURS OF WORK:** 35 hours per week; Permanent. Term-time, plus 1 week of INSET and 2 weeks in school holidays. Contract is for 45.2 weeks per year, including paid holidays.  
**SALARY RANGE:** Gildredge House Support Staff Scale 2024-2025 - Grade 6: Point 14-16 - FTE Salary £25,993-£26,835 per annum. Actual Salary £21,314 - £22,004 (pro rata for term-time + 2 weeks).

- *Are you highly organised, with the ability to multi-task effectively?*
- *Do you have experience in a supervisory administrative role (preferably within schools)?*
- *Can you build effective working relationships with colleagues?*
- *Can you demonstrate a high-level of professional integrity and confidentiality when dealing with sensitive personal information?*

If the answer to these questions is 'yes', then Gildredge House wants to hear from you.

This is an excellent opportunity to join our school. We are looking to appoint an exceptional candidate to the position of Office Supervisor for our all through free school.

You will be joining our Administration Team at an important time in its development, and you will have the opportunity to contribute to this process as a key part of your role. Experience of working in a busy school office would be preferred and previous experience of supervising and co-ordinating the work of other colleagues is essential for this role.

**Gildredge House offers:**

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards
- strong discipline
- excellent pastoral care

- a range of extra-curricular activities
- parent and community involvement

Our school motto: 'Aspire'

**As an employee of the school, you would benefit from:**

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- Complimentary tea and coffee in our staffroom
- LGPS Pension Scheme
- On-site parking

If you would like to find out more, please get in touch. We welcome visits from prospective candidates, by appointment. Please contact us via: [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) to enquire.

If you are interested in the position, please download the Application Pack on our website.

Please complete the Application for Employment and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 9.00 a.m. on the date indicated on the website.

If you wish to discuss the post further or visit the school, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) Tel: 01323 400650.

*Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that they are not a disqualified person under the Childcare (Disqualification) Regulations 2006.*

*Please note that under the UK GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>*

## Office Supervisor: Job Description

### Purpose of the Post

To be responsible directly to the School Administration & Communications Manager for the supervision of the School Administration Office to ensure smooth and effective day-to-day operations of allocated administration, front of house and first aid tasks. To be responsible for the efficient operation of high-level administration functions of the school as agreed with Line Manager. This includes all agreed administrative tasks, providing effective and efficient services to the school, parents, visitors and students. To ensure appropriate safeguarding administration of visitors and, support the Senior Leadership Team and other school staff in running a safe, efficient, cost-effective and welcoming school. To arrange front of house and first aid room cover during staff absence and arrange weekly rotas for relevant admin tasks in liaison with the School Administration & Communications Manager.

### Key Responsibilities and Tasks

Provide high-level administrative support to the wider school community and the School Administration & Communications Manager in Marketing, Communications, Administration and Enterprise:

1. Ensure that all Administration Assistants promote a positive image of the school through offering a professional and welcoming front of house service for all visitors, parents, students and staff.
2. Ensure that all Administration Assistants maintain the highest standard of safeguarding and health & safety processes, whilst monitoring entry in and out of the school.
3. Supervise and allocate administration teamwork tasks; meet weekly with the School Administration & Communications Manager to agree tasks for the week ahead for the administration team and report any issues arising from tasks or non-compliance in process, at all levels, to enable the School Administration & Communications Manager to utilise information to resolve and improve issues for the team and colleagues.
4. Arrange cover for administration, front of house and first aid during staff absence / arrange the reallocation of duties with available staff where additional cover is not available / possible.
5. Act as the point of contact for delegated administration processes agreed with the School Administration & Communications Manager.
6. Oversee reprographics support by assigning the photocopying and printing requests from staff across the administration team.
7. Attend administration meetings with the School Administration & Communications Manager as required.

8. Undertake working duties in accordance with the school's Health & Safety and Safeguarding policies.

### **General Expectations**

- Abide by and apply all school policies: Behaviour for Learning and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.
- Perform such other tasks as may reasonably be required by the Line Manager or by the Executive Head Teacher.
- Always maintain confidentiality and uphold the professional standards of the school both in and out of the workplace.

### **Professional Development**

- Attend relevant training as instructed by the school to improve self-performance.
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion.

### **Additional Information**

- All school-based staff have a responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All school-based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

### **Personal Qualities, Attributes and Qualifications**

This position requires the following personal qualities and attributes. The Office Supervisor will:

- be highly organised, effective and looking for a new challenge
- be flexible, forward thinking, resilient and able to work under pressure
- possess high emotional intelligence
- be able to work under pressure whilst remaining calm and approachable
- be able to coordinate others to desired outcomes

All job descriptions may, following consultation with the post-holder, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Executive Head Teacher or the Governing Board to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors.



## Office Supervisor: Person Specification

Knowledge, experience and skills: E = Essential. D = Desirable	E/D
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• 5 good GCSEs including English and Maths at Grade C or above (or equivalent).</li> <li>• A Levels/Degree</li> <li>• Recognised Administration qualification</li> <li>• Excellent word processing, social media and EXCEL skills.</li> </ul>	 E  D D E
<b>Experience</b> <ul style="list-style-type: none"> <li>• Working in a school environment</li> <li>• Working with children or young people.</li> <li>• Working in a busy environment with competing deadlines.</li> <li>• Involvement in self-evaluation and improvement planning.</li> </ul>	 D D E D
<b>Behaviours, Skills and Abilities</b> <ul style="list-style-type: none"> <li>• Ability to engage in strategy meetings with a range of partners.</li> <li>• Ability to support in the implementation of effective plans.</li> <li>• Ability to organise and motivate staff.</li> <li>• Ability to work collaboratively with the team and partners to ensure a broad approach to planning and improve service delivery.</li> <li>• Ability to deal with sensitive issues in a supportive and effective manner.</li> <li>• Effective communication skills, both verbal and written, in order to maintain accurate records and documentation and provide written reports as requested.</li> <li>• Ability to maintain high levels of professional integrity and confidentiality.</li> <li>• Effective use of IT for monitoring and recording.</li> <li>• Ability to use IT systems including website, databases, publishing and Microsoft Office products.</li> <li>• Resilience and optimism to manage day-to-day challenges in a busy school environment.</li> </ul>	 D E E E  E  E  E  E
<b>Expectations:</b>  All staff members are expected to adhere to and promote professional standards including the school's code of conduct and values. <ul style="list-style-type: none"> <li>• This post is subject to an enhanced DBS disclosure.</li> <li>• The post-holder must be committed to safeguarding the welfare of children.</li> </ul>	
<b>General:</b>  The post-holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Executive Head Teacher and develop and promote high standards of professional conduct across the whole school.	

The post-holder will be expected to carry out their duties in line with Gildredge House policies, procedures, and relevant legislation.

The post-holder will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support the school and their own professional development.

As part of the post-holder's wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

The post-holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

***“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”***

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is indicated on the school website. If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please return the completed Application for Employment to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by **9.00am on the closing date**.

**We look forward to hearing from you.**