

## **JOB DESCRIPTION**

<b>POST TITLE</b>	Office Manager
<b>SCALE</b>	Grade 6, Scale Point 12 - 17
<b>REPORTING TO</b>	Headteacher

### **JOB PURPOSE**

- To provide a first point of contact for school leaders in delivering and co-ordinating activities that support teaching and learning activities
- To oversee the reception, administration, and reprographics service within the academy, ensuring that all functions provide effective and efficient support
- To provide and undertake administrative and organisational processes within the academy
- To ensure that academy data and records are up to date, regularly checked and held securely

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

The post holder will:

- Be responsible for supervising and training the reception/administration office as appropriate to provide professional, efficient and effective reception and administrative support to the school.
- Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, and referring more serious matters to appropriate member of staff;
- Take responsibility for accurate maintenance of the Single Central Record (SCR).
- To co-ordinate people management processes for senior leaders. This includes:
  - Ensuring Return to Work meetings are undertaken and records are maintained
  - Recording and reporting sickness absence data
  - Arranging and supporting sickness absence meetings
  - Arranging and supporting formal management meetings, including note taking and record keeping.
  - Maintaining up to date personnel records/files at the school.
  - Co-ordinate Performance Management processes and collate and report on outcomes.
- To lead the administration of the recruitment and new starter processes.
- To liaise with the Trust central HR team on people issues, including developing job descriptions, recruitment materials and arrangements for interviews.
- To co-ordinate the induction processes for new starters. This includes ensuring that new starters receive all the relevant information relating to health and safety, safeguarding and school processes.
- Maintain efficient office systems to ensure messages, mail and information are produced/ communicated efficiently and effectively;  
Provide photocopying, filing and document distribution support as required;

- Act as point of contact matters relating to information governance (Data Protection/Freedom of Information).
- Take responsibility for the information asset register.
- Ensure the school has accurate and efficient data retention systems in place in accordance with Trust policies.
- Ensure that information for outside agencies and/or the Leadership is provided by required deadlines;
- Assist in the communication, organisation and administration of any school activities/events, educational visits and before/after school clubs;
- Ensure that information for outside agencies and/or the Leadership is provided by required deadlines;
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- To ensure that Trust Financial Regulations and Procedures are followed at all times in the collection, recording and banking of cash;
- Manage and maintain the school payment system (e.g. Parent Mail, Parent Pay) in conjunction with pupil records, and cash receipting to ensure that communication to parents is available and up to date at all times;
- Undertake day to day financial administrative duties as required including but not restricted to the prompt recording of transactions relating to goods and supplies on the Trust Financial information system as required.
- To support debt recovery processes;
- To advise the Director of Finance and Estates if fraudulent activities are suspected or uncovered.

**Relevant working conditions**

- This is a predominately desk based post.

**Responsibilities for Resources**

- Effective use of materials and resources

**Responsibilities for Budgets and People**

- As above

**Performance Management and Review**

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line-manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management Policy.

**Core responsibilities and duties**

All postholders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of students as set out in the Trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the

Trust Employee Code of Conduct;

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals
- Work effectively as part of team;
- Attend relevant meetings, as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Be proactive in seeking appropriate advice and guidance where required.
- Flexible and willing to work between different sites as required;

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

### Person specification

			Assessed by:	
No.	CATEGORIES	ESSENTIAL/ DESIRABLE	APP FORM	INTERVIEW/ TASK
<b>QUALIFICATIONS</b>				
1.	At least 5 GCSE's (or equivalent), including English and Mathematics, at Grade C or higher.	E	✓	
2.	NVQ Level 3 <b>OR</b> equivalent experience or equivalent qualification, or willingness to train to achieve these, in relevant subjects.	E	✓	
3.	Understanding of Safeguarding and the Single Central Record.	E	✓	✓
<b>EXPERIENCE</b>				
4.	Experience working in a school environment at in a senior administrative role	E	✓	✓
5.	Experience in the development, management and operation of administrative systems	E	✓	✓
6.	Experience of using school systems such as School Cash Office, SIMs.	D	✓	✓
7.	Experience in working as part of a team delivering tight deadlines	E	✓	✓
8.	Management/supervisory experience	D	✓	✓
9.	Experience of financial management processes, or other regulatory frameworks.	D	✓	✓
10.	Experience of effectively dealing with external suppliers of goods and services	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
11.	Good numeracy and literacy skills	E	✓	✓
12.	Good interpersonal and communication skills	E	✓	✓
13.	Ability to communicate sensitive issues appropriately	E	✓	✓
14.	Ability to prioritise tasks to meet deadlines	E	✓	✓
15.	Ability to co-ordinate and delegate to a team	E	✓	✓
16.	Attention to accuracy and detail particularly in the use of computerised systems	E	✓	✓
17.	Ability to demonstrate a high level of personal integrity and confidentiality	E	✓	✓
18.	Ability to demonstrate motivation and resilience	E	✓	✓
19.	Knowledge of the Data Protection Act	D	✓	✓
20.	Able to hold performance management reviews with staff and contribute to the overall performance management process.	D	✓	✓
21.	Able to deliver training and support to colleagues on a range of internal procedures.	D	✓	✓
22.	Reliability, integrity and stamina	D	✓	
23.	Respect confidentiality	E	✓	✓
24.	Commitment to personal development and learning	D	✓	✓