

JOB DESCRIPTION

Job Title:	Office Manager
Hours:	37 hours per week, term time only, plus 1 week
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Headteacher
Liaison with:	All Staff, Administration Team, Senior Leadership Team, Students, Parents/Carers, External visitors

Job Purpose:

Under the guidance and direction of the Headteacher or member of the Senior Management Team, organise and deliver effective administrative systems.

Key Responsibilities

Support to Pupils, Parents and the Community

- Deal with complex reception / visitor matters
- Organise school trips / events
- Manage uniform / snack / other 'shops' within the school
- Provide advice and guidance to staff, pupils and others
- Dealing with children taken ill during the day
- Dealing with School Admissions
- Pupil Data Management
- Monitor and book staff training as required

Support to other staff

- Provide personal, administrative and organisational support to other staff, to include SEN, Exams and Staff Absence administration
- Provide administrative and organisational support to the Governing Body
- Deal with supply cover

Line Management

- May involve line management responsibility of members of support staff (may include admin, clerical and reprographics staff)
- Liaise between managers / teaching staff and support staff
- Hold regular team meetings with support staff
- Undertake recruitment / induction / appraisal / training / mentoring of other staff

Support HR Management

- Contribute to the planning, development and organisation of support service systems / procedures / policies
- Hold key responsibility for the Single Central Record within School and ensure that this is kept up to date accurately at all times. Liaise with the HR Operations Team regarding any SCR queries and to ensure all information is obtained for new starters and raise any queries regarding the SCR
- Be the key point of contact with the Central HR / Finance Teams, liaising with the Headteacher to ensure all payroll pro formas are submitted to HR Operations in accordance with payroll deadlines
- Submit weekend absence returns to HR Operations Team on a weekly basis
- Supervise, train and develop staff as appropriate
- Point of contact in respect of GDPR

Support Financial Management

- Management of Nursery Funding
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Assist with the planning, monitoring and evaluation of budget
- Contribute to the planning, prioritisation and budget allocation within the financial budget for the school
- Manage expenditure within an agreed budget
- Undertake general financial responsibilities including processing invoices, processing and distributing orders, and receiving and recording of monies

Support Organisational Management

- Contribute to the development of office systems and processes
- Manage manual and computerised record / information systems
- Analyse and evaluate data / information and produce reports / information / data as required
- Undertake typing / word processing and complex IT based tasks
- Operate relevant equipment / complex ICT packages
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school
- Assist in the management of the administration of facilities including use of school premises
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc, including annual census returns
- Manage manual and computerised record / information systems
- Assist in the management of the administration and support of confidential medical inspection and reports

Additional conditions

- All staff have a responsibility to ensure tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management
- To promote the vision and aims of the Trust
- To set an example of personal integrity and professionalism
- To attend appropriate staff meetings, training days and CPD sessions
- To be an effective team player and support the functions of the ATLP

- The above duties are neither exclusive nor exhaustive and the postholder may be required to carry out such duties as may be required from time to time, commensurate to the appropriate grade of the post. The post is likely to develop over time and specific tasks may be added or removed, therefore, flexibility is paramount
- The duties of the post could also vary from time to time because of new legislation, changes in technology or policy; appropriate training may be given to enable the postholder to undertake new or varied work
- Observance of Equal Opportunities, Confidentiality, Health and Safety policies and Internet Code of Practice will be required
- Observance of complete confidentiality on all school information is required and any failure to do so may be regarded as gross misconduct in terms of the ATLP Disciplinary Policy
- To take responsibility for becoming familiar with academy policies and abide by them
- This Job Description will be subject to review in the light of the new opportunities and strengths that may be brought to the ATLP

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.

Person Specification - Office Manager

AF. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA		M.O.A.
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> Administrative qualification or equivalent experience Minimum GCSE/equivalent at grade C or equivalent in English and Maths 	AF/Certificates
EXPERIENCE	<ul style="list-style-type: none"> Previous experience in a similar role in a senior administration capacity Experience of development, management and operations of administrative systems 	AF
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Highly effective written and verbal communication skills including the ability to compose holding emails and letters Strong IT skills, including MS Office Excellent planning, prioritising and organisational skills and the ability to complete administrative tasks accurately and efficiently The ability to maximise performance of self and others The ability to enthuse, empower and motivate a team The ability to self-evaluate learning and development needs and embrace opportunities to improve in all areas Ability to work on own initiative and make decisions Ability to work as a member of a collaborative team Ability to approach all confidential matters with discretion, sensitivity and diplomacy. Ability to remain calm under pressure and organise time effectively 	AF/I/T
TRAINING	<ul style="list-style-type: none"> Evidence of willingness to participate in training and development opportunities 	AF
CONTRA INDICATOR	<ul style="list-style-type: none"> Positive Disclosure relating to children or vulnerable adults 	Disclosure Form to be completed prior to interview