

## **JOB DESCRIPTION**

<b>Job Title:</b>	Office Manager
<b>Hours:</b>	37 hours per week, term time only, plus 1 week in school holidays to be agreed
<b>Contract:</b>	Permanent
<b>Disclosure Level:</b>	Disclosure Barring Service – Enhanced Certificate
<b>Responsible to:</b>	Headteacher
<b>Liaison with:</b>	Staff, Students, Parents/Carers, internal and external stakeholders

### **Job Purpose:**

#### **Job Summary:**

The School Office Manager oversees the daily operations of the school's administrative office, ensuring smooth, efficient, and professional support for staff, students, parents/carers, and visitors. This role is responsible for managing office staff, coordinating communications, maintaining records, and assisting with budgeting and compliance tasks.

### **Key Responsibilities**

#### **Support to Students, Parents/Carers and the Community**

- Lead and manage the administration team.
- Responsibility for ensuring that the administration function is effective, efficient and meets school needs.
- Be the named GDPR contact in school.
- Responsibility for management of the Single Central Record..

#### **Line Management**

- Line management responsibility for the administration team

#### **Support HR Management**

- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Hold key responsibility for the Single Central Record.
- Liaise with the HR administration and payroll team regarding any SCR queries.
- Be the key point of contact with the Trust HR/Finance Teams, to ensure all payroll proformas are submitted in accordance with payroll deadlines.
- Input staff absence and training on the SAM People system, including absence returns for all staff.

#### **Single Central Record**

- Support schools within the Trust to ensure the accuracy and completion of the Single Central Record in accordance with Ofsted requirements on safeguarding.
- Act as the main point of contact for Ofsted when inspection of the SCR takes place

**Organisational Management**

- Contribute to the development of office systems and processes.
- Manage school information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Assist with marketing and promotion of the school.
- Undertake administration of complex procedures.
- Complete and submit statutory reports, including annual census returns.

**Line Management**

- Responsibility for line management of staff including staff in adherence with ATLP policies and procedures.
- To create a learning and development plan for the team.
- To demonstrate a positive, proactive working style.
- Promote the importance and benefits of effective team working and well-being.
- To work closely with the HR team to proactively manage and mitigate any staffing issues.
- To undertake appraisals reviews..
- Ensure that all members of the team show due diligence in carrying out their duties and responsibilities.

**Safeguarding and Data Protection**

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the team, ensuring they follow safeguarding procedures.

**Additional conditions**

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- 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 as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

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/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the post.

# **PERSON SPECIFICATION: Office Manager**

Method of Assessment (MOA) A.F. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA	Essential	Desirable	M.O.A.
<b>EDUCATION/ QUALIFICATION</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent in English and maths.</li> <li>NVQ 3 Business and Administration, or equivalent qualification or experience in relevant discipline.</li> </ul>		AF/Certificates  AF/Certificates
<b>EXPERIENCE</b> (Relevant work and other experience)	<ul style="list-style-type: none"> <li>Experience of development, management and operation of administrative systems.</li> <li>Experience of managing people.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a busy school office setting</li> <li>Experience of school MIS systems such as Bromcom</li> </ul>	AF/I  AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)	<ul style="list-style-type: none"> <li>Excellent numeracy/literacy skills.</li> <li>Proficient ICT skills.</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>Ability to relate well to children and to adults.</li> <li>Excellent communication skills.</li> <li>Good organisation skills.</li> <li>Ability to prioritise effectively.</li> </ul>		AF/I/T  AF/I/T AF/I  AF/I  AF/I AF/I AF/I
<b>BEHAVIOURAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Customer focused.</li> <li>Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>Open, honest and an active listener.</li> <li>Takes responsibility and accountability.</li> <li>Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>Demonstrates a “can do” attitude including suggesting</li> </ul>		AF/I AF/I  AF/I  AF/I  AF/I  AF/I

	<p>solutions, participating, trusting and encouraging others and achieving expectations.</p> <ul style="list-style-type: none"> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>		<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and development opportunities offered by the school/Partnership</li> </ul>		AF/I
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate commitment to Equal Opportunities</li> </ul>		AF/I
<b>CONTRA INDICATION</b>	Positive Disclosure relating to children, young people or vulnerable adults or anything that may prohibit working in a school environment.		