

JOB DESCRIPTION

POST TITLE:	ACADEMY OFFICE MANAGER
RESPONSIBLE TO:	Head Teacher
GRADE:	Band 9 (SCP 24 to 27)
WORKING WEEKS:	Term Time only plus 2 weeks (48 weeks)
PURPOSE OF POST:	To organise and lead administrative systems within the School To undertake the Admissions, Appeals & SIMS administration Personal Assistant to the Head Teacher

Main duties/responsibilities

Office Management, Admissions, Appeals & Arbor

1. To take a leading role in the design, management and co-ordination of appropriate administrative systems across the school as required.
2. To support the Headteacher strategically and operational as requested, including wider support for the leadership team as required
3. Supporting the Headteacher to ensure all legal and statutory frameworks are complied with (Eg suspensions and exclusions, updating data ect).
4. To coordinate the School's Admissions and Appeals within the school, ensuring the adherence to legislation and policies, including ensuring relevant information is passed to the Local Authority within the specified timeframes.
5. To work with the Assistant Head to coordinate the School Diary and school events.
6. To ensure that Arbor information is updated in a timely manner with any new information received.
7. To produce the termly Census in conjunction with the Data and Exams Manager.
8. To provide PA support to the Headteacher and SLT, including diary management, arranging meetings, printing papers.
9. In the absence of the Head Teacher to ensure any urgent business is prioritised and work with the Senior Leadership Team to fulfil any requirements.

10. To line manage the administrative support team including management of their training, development and performance in line with the Trust Procedures.
11. To work with the Assistant Head Teacher to ensure the website, calendar are kept up to date and comply with statutory requirements.
12. To be responsible for ensuring corporate image is upheld through production / QA of external paperwork e.g. letters and report and liaise with the Trust Marketing & Communications Officer.
13. To receive enquiries made to school and determine the appropriate priority of response, including answering queries by telephone and face to face, and ensure that they are dealt with effectively and efficiently.
14. Lead staff induction process for all new starters and manage the exit strategy
15. To work with the Operations & Business Manager to ensure Health and Safety policies and practices are in line with national requirements.
16. To work with the Operations & Business Manager to ensure that First Aid and any risk assessments are in line with expectations and implemented effectively.
17. To hold and monitor designated budgets ensuring they do not become overspent.
18. To undertake with complete discretion and in confidence tasks as directed which may be of sensitive and confidential nature as required by senior staff.

General Duties

19. To safeguard and promote the welfare of pupils to include adhering to all specified procedures and school policies.
20. To be responsible for the day-to-day management of the enquiries email.
21. To deputise/support with arranging cover requirements when required in an emergency.
22. To respect confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.
23. To support and promote the ethos and wider life of the school and to make a contribution to this shared responsibility.
24. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.
25. Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
26. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
27. You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.

28. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
29. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.
30. Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: March 2025

PERSON SPECIFICATION OFFICE MANAGER

Key

- AF** Application form including personal statement
S Selection Process including interview
R Employment References
C Certificates
D Enhanced Disclosure and Barring Services Criminal Check

	Criteria	Essential/ Desirable	Stage Identified
	Qualifications & Education		
1	Foundation Degree / NVQ Level 4 or equivalent in Administration, Finance, Business or related field	E	AF,C
2	Maths and English GCSE (4-9 /C-A* grade)	E	AF,C
	Experience & Knowledge		
3	At least 3 years previous Administrative Experience in a school environment (or similar)	E	AF,R,I
4	Establishing and maintaining a range of management information systems, including ensuring accuracy of complex databases and spreadsheets	E	AF,R,I
5	Experience of giving advice and guidance on policies / procedures to Senior Officers	E	AF,R,I
6	Experience of managing budgets, invoice and ordering procedures	E	AF,R,I
7	Knowledge of Data Protection requirements and understanding of confidentiality	E	AF,I
8	Previous Supervisory responsibility including the monitoring of performance and development	E	AF,R,I
9	Experience or working knowledge of marketing	D	AF,R,I
10	Awareness of child protection issues	D	AF,I
11	Previous experience of using Arbor	D	AF,R,I
	Skills		
12	Ability to present information in a logical and systematic manner and to interpret figures with skill and understanding	E	L,R

	Criteria	Essential/ Desirable	Stage Identified
13	Ability to develop and motivate a team	E	AF,R,I
14	Ability to work successfully as part of a team and prioritise own work with minimum supervision	E	AF,R,I
15	Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports	E	AF,R,I
16	Ability to work under pressure to tight deadlines on a number of different projects	E	AF,R,I
17	IT Literate, capable of using MS Word / Excel and office packages	E	AF,I
18	Proven ability to undertake effective research	E	AF,R,I
	Personal Attributes		
19	Participate in development and training opportunities	E	I
20	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E	I,R
	Special Requirements		
21	Ability to form and maintain appropriate relationships and personal boundaries with children	E	D
22	Suitability to work with children/young people	E	D
23	The ability to communicate at ease and provide advice in accurate spoken English	E	S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

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