



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

OFFICE & REPROGRAPHICS MANAGER

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Provide administrative support for students, staff and parents to ensure the effective management of the school.
2. Provide administration for all aspects of business services, including finance, personnel, facilities and estates management, school administration, catering, ICT services and health and safety.
3. Be directly responsible to the school Business Manager for the daily organisation and management of the administration team and the reprographics department.
4. Support links with the community, families and local environment.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Relationships

- 1.1 Ensure excellent relationships with students, staff and parents to ensure that an effective service is provided to each of these stakeholders.
- 1.2 Support the Principal, Business Manager and the Senior Leadership Team to ensure that their responsibilities to the School are effectively undertaken through delegation to the admin team.

2 Management

- 2.1 Implement change as directed in accordance with the Rapid Improvement Plan.
- 2.2 Provide outstanding operational management for all areas of responsibility.
- 2.3 Performance manage all staff with respect to all areas of responsibility; through regular meetings, setting of appropriate targets for performance, providing support and challenge, and undertaking regular reviews for feedback.
- 2.4 Maintain an up-to-date understanding of relevant educational issues, policies and legislation; and incorporate the implications within the operation of your role.
- 2.5 Support the maintenance and enhancement of the school's ethos and mission through own outstanding professional conduct and high expectations of others.

3 Reprographics

- 3.1 Work closely with the Business Manager to ensure smooth operation of all matters regarding reprographics.
- 3.2 Be responsible for all whole school typing and printing other than confidential correspondence already handled by the PA to the Principal.
- 3.3 Have oversight of school booklets, prospectus, certificates and school calendar. This includes typing, printing and binding.
- 3.4 Be responsible for monthly departmental paybacks re photocopying etc.
- 3.5 Attend weekly admin briefings.
- 3.6 Work on occasions with other colleagues on specific tasks which require a team approach and generally to accept a flexible approach to all aspects of daily administration.
- 3.7 Undertake any other tasks that the Principal or school Business Manager might reasonably ask after due consultation.
- 3.8 Be responsible for the monitoring and upkeep of the stationary stock.

4 Facilities and Estate Management

- 4.1 Support the Business Manager with the safe maintenance of school premises, furniture and fittings.
- 4.2 Support the Business Manager to ensure an accurate and current asset register.
- 4.3 Support the safe environment for the stakeholders of the school to provide a secure environment consistent with the ethos of the school and its safeguarding commitments.
- 4.4 Support the Business Manager in managing the Health and Safety issues associated with the premises, ensuring compliance with relevant legislation and Trust requirements.
- 4.5 Ensure the Trusts arrangements for insurance are effectively managed within the school.

5 Management Information System (Bromcom)

- 5.1 Support the operation of Management Information Systems to ensure their effective and efficient use across the school.
- 5.2 Manage the collection, collation and distribution of all statistical and statutory returns.
- 5.3 Be responsible for Bromcom management for the school.
- 5.4 Support the HR lead with the Annual Workforce Census.
- 5.5 Be responsible for the production of class lists, attendance lists, sickness etc.

6 School Administration

- 6.1 Manage the whole school administrative function and administrative staff.
- 6.2 Support the effective marketing of the school; including adherence to the schools agreed branding, the production of the school prospectus and general communication in print and through the website.
- 6.3 Deliver systems and structures for the effective management and administration of all areas of responsibility that deliver outstanding outcomes.
- 6.4 Ensure the provision of effective office and reception services as the school's main public front.
- 6.5 Keep office organised and paperwork and data filed appropriately.

- 6.6 Ensure front line enquiries from staff, students, parents and visitors are dealt with promptly.
- 6.7 Ensure all student records and documents are properly maintained, filed and manually/electronically transferred when student leaves.
- 6.8 Advise parents of grants, school meals, school journey, income support, admissions applications.
- 6.9 Administration of after school clubs.
- 6.10 Administration of visits and school journeys – transport/ letters.
- 6.11 Care of sick children and first aid – Medical Lead for the Administration Team.

7 Admissions

- 7.1 Conduct and administrate admissions meetings as directed by the Vice Principal for Inclusion.
- 7.2 Communicate via whole academy systems new and updated admission information to all appropriate parties.
- 7.3 Communicate with previous schools or LEA teams where required to find and administrate necessary information to support children in admissions.

8 Governance

- 8.1 Support the Principal and Senior Leadership Team to ensure that effective systems of Governance within the school are adhered to.
- 8.2 Be responsible for supporting the Senior Leadership Team in managing the admissions and appeals arrangements and administration.
- 8.3 Provide reprographics support for Local Accountability Board Meetings.

9 Other Responsibilities

- 9.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 9.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 9.3 Contribute to the wider life of the Trust and the Star community.
- 9.4 Carry out any such duties as may be reasonably required by the Trust.

10 Records Management

- 10.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	5 GCSEs including English and Maths at grade 9-4/A*- C.	E	✓	✓
2.	A degree qualification or equivalent.	D	✓	
3.	A professional qualification in Business Management, Accountancy, Human Resources and/or Premises Management.	D	✓	
4.	Evidence of Continuous Professional Development.	E	✓	✓
5.	Middle or senior management qualification.	D	✓	
EXPERIENCE				
6.	Management within a public/private sector setting.	D	✓	✓
7.	Experience in financial, HR, business and/or premises operations.	E	✓	✓
8.	Experience of managing administrative systems and procedures.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Good knowledge of effective ICT administration systems.	E	✓	✓
10.	Good knowledge of financial procedures and regulations in schools.	D	✓	✓
11.	A clear understanding of the HR processes and systems.	D	✓	✓
12.	Ability to communicate verbally with, and write reports for, a range of stakeholders, including Governors and external agencies.	E	✓	✓
13.	Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately, and monitoring the quality of delivery and outcomes.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
14.	Sound knowledge of policy and practice regarding premises management, Health and Safety, and Human Resources.	D	✓	✓
15.	Ability to prioritise conflicting demands and thrive under pressure.	E	✓	✓
16.	Ability to take a problem-solving approach to tasks and develop valid and financially sound solutions.	E	✓	✓
17.	Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner.	E	✓	✓
18.	Ability to use computer systems, including word processing skills to produce tables, spreadsheets and reports.	E	✓	✓
19.	Ability to use management information systems; and be able to transfer the experience of using one system to another similar system, if needs be.	E	✓	✓
20.	Ability to build and maintain effective working relationships with a wide variety of people.	E	✓	✓
21.	Ability to maintain strict confidentiality in all matters.	E	✓	✓
22.	Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational / academies' developments.	E	✓	✓
PERSONAL QUALITIES				
23.	Commitment to working flexibly and as needed to ensure the highest professional service for students and staff.	E	✓	✓
24.	Highly organised, literate and articulate.	E	✓	✓
25.	A passionate belief in the school's mission statement.	E	✓	✓
26.	Adaptability to change and embracing of innovation and creativity.	E	✓	✓
27.	Highest levels of professional and personal integrity.	E	✓	✓
28.	A commitment to continuous improvement through honest self-evaluation, an acute sense of accountability and a commitment to transparency.	E	✓	✓
29.	Personal resilience, persistence and perseverance.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
30.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	E	✓	✓
31.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
32.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
33.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
34.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
35.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
36.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
37.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓