



Job Description

Post Title: Office Lead

Salary: Scale 4

Contract type: Term Time Only, Part-Time (32 hours), Permanent.

Start Date: 1st September 2026

Reporting to: School Business Manager

Overall responsibility

1. To provide effective administrative leadership in the school office, delivering clerical and administrative support to the school
2. To create, manage and manipulate information relating finance, student or staffing information or any other service requirement.
3. To undertake a range of financial management processes including processing orders, resolving issues, reconciling accounts and handling cash.
4. To assist the School Business Manager as needed, and alongside the central team and partnership schools, in ensuring administrative systems and processes meet the operational needs of the school.

Administrative Management

- To lead administrative staff, including monitoring of activity and outputs, reporting to the School Business Manager as required
- To provide administrative and clerical support for the school
- Provide administrative support for Early Years provision, including processing 30 hours claims, monitoring entitlement periods, keeping track of early years numbers and updating relevant systems.
- Be the school-based link for admissions, monitoring admissions, communicating with parents, Senior leaders and other agencies.
- Oversee the administration for school meals, including working with the school kitchen and updating of new pupil allergies and dietary needs
- Manage the distribution of Annual Curriculum reports
- Completion of all DFE returns including census returns
- To manage pupil records and systems
- Ensuring all necessary permissions have been received from parents/carers and cascading information to classes
- To promote the school within the local community and on social media.
- Working in liaison with Governors, Head, SLT and EMET to be responsible for GDPR across the school, reporting any breaches and ensure best practice in school
- To oversee the administration of the Breakfast and After School Club, working with the School Business Manager and Head of School to ensure smooth running of the club.

Finance

- To oversee the preparation of purchase orders and invoices for payment by the central team
- To manage recording of credit card payments
- To place orders
- To check goods upon receipt
- Bank and record all funds to be processed through Trip Ledger.
- To manage the school's Parent Pay or other equivalent payment system for dinner money, including but not limited to setting up payments, reviewing payments and following the policy for debt collection

Premises

- Overseeing maintenance of school office equipment, including but not limited to computers, photocopier, printers, telephones and other peripherals
- Ensure safeguarding procedures are upheld with regards to visitors and contractors visiting the site
- Play a key role in any emergency response, including evacuations, by providing effective communication between school and other agencies or stakeholders.

Personnel/HR

- Provide HR administrative support as directed by the School Business Manager
- Record staff absence and overtime claims

General

- Contributing to and supporting the overall aims of the school
- Being aware of and supporting differences and ensuring that the school's equality and diversity policies are supported
- Establishing constructive relationships and open communication with staff, parents, children and other agencies/professionals
- A commitment to equal opportunities and to assist the school in raising achievement for all its pupils
- To be prepared to attend in-service and external training courses and to develop and update knowledge and skills as required
- To undertake any other reasonable task the senior leadership team directs
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Office Lead - Person Specification

Qualification Criteria	Essential/ Desirable
5 GCSE's grade C and above including Maths and English	E
Office management qualifications	D
Experience	Essential/ Desirable
Experience of working within a school office	D
Experience of leading and supervising staff members	D
Experience of working with school financial systems	D
Experience of School Admissions	D
Experience of School Early Years systems and processes	D
Personal Characteristics	Essential/ Desirable
Able to work within a busy environment and set priorities	E
Ability to work under pressure	E
Adaptability and flexible	E
Excellent time management and organisational skills	E
Awareness of security and health and safety issues	E
Ability to communicate effectively with a range of people including staff, pupils, parents, agencies and visitors	E
Helpful, positive, calm and caring nature	E
Able to establish good working relationships with colleagues and students	E
Able to follow instructions accurately but make good judgements and lead when required	E
Ability to work in a confidential manner	E
Able to maintain a safe, calm and happy ethos	E
Committed to the safeguarding and welfare of all pupils in the academy	E
A commitment to abide by and promote the school's equal opportunities, health and safety and child protection	E
Willingness to undertake training in any area identified	E
Specific skills	Essential/ Desirable
Ability to work with MIS system	E
Ability to work with Microsoft systems	E
Good communications skills, written and oral	E
Ability to work effectively with children	E
Ability to work constructively to lead a team	E
Competent with computers and other technology	E
Able to understand and implement strategies and methods to help students behave well	E
Understand the importance of confidentiality and discretion	E

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.