



Post Title	Office Manager
School / Organisation	Avanti Services Ltd (Avanti Grange)
Location	Bishop's Stortford
Grade	Grade 7. £33,070 - £34,557 per annum, pro rata <i>Approximately £29,301 - £30,618 per annum (0.88602 FTE)</i>
Hours	37.5 hours per week
Contract Type	Permanent
	Term Time + 4 Weeks (41 weeks)
Reports to	Learning Village Business Support Manager
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

- Lead the administrative function of the school, as the senior most on-site administrator.
- PA to the Head of School
- Supporting the Learning Village Business Support Manager to manage day-to-day cover
- To be directly responsible for the operational management of the school business administration and support the overall management of the school.
- To line manage and performance manage administration and other staff as required.
- To produce reports as required working closely with the Learning Village Business Support Manager
- To work closely with the Head of School to lead administrative operations and changes across the school.
- To manage daily cover arrangements
- To support with careers administration
- To manage the school's social media
- To work with the central teams to support the healthy management of the school.
- Responsible for ensuring GDPR compliance within the school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

RESPONSIBILITIES OF THE JOB

Resources Management

- To have responsibility for developing and ensuring that all school procedures are maintained in accordance with Trust guidance.
- Oversee ordering and resource management at the school and support the school to stay in the designated budget.
- To oversee and have responsibility for monies collected in respect of school trips and any other events that require the collection of money.
- To collate identity documents required for DBS and ensure they are sent to HR for action.
- Jointly maintain and update the single central register for contractors, SSC members and volunteer records.
- Support with census and DfE returns with the Learning Village Business Support Manager.
- Ensure new members of the office staff are fully trained and inducted on the use of office and ICT equipment.
- Line manage administration staff and other allocated staff including performance management and assisting in the identification and addressing training and development needs.
- Be responsible for managing and updating Arbor (including sickness records) for staff and volunteers and ensure that these are efficiently and accurately kept.
- Monitor staff absence and prepare staff returns for HR as required.
- Be responsible for the provision of specialist advice and guidance to senior leaders, SSC on national and local guidelines / policies etc.
- Work closely with the Premises team to ensure that H&S is well managed.



- Oversee and monitoring risk assessments in conjunction with Site Supervisor.

General responsibilities and support services

Pupils and Curriculum

- Be responsible for the submission of relevant information to Senior Leadership Team, the SSC and outside agencies
- To provide appropriate, accurate and timely verbal and written advice and guidance to the Senior Leadership Team.
- Oversee the monitoring of pupil attendance and subsequent contact of families where there is poor or irregular attendance, liaising with the educational social worker as required.
- Ensure that the school's electronic pupil registration system is up to date. Extended Schools Agenda
- To promote and support the administrative work of any extended school activities making arrangements for school based activities.

School Trips

- To prepare and monitor risk assessments for school trips.
- To ensure that all paperwork and monies for school trips is completed. Administration
- Design, create, develop and maintain policies as appropriate.
- Organise briefings, workshops and other training for other staff.
- Be responsible for devising marketing and promotional strategies for the school as required in liaison with the Trust Central Team and manage day to day website updates.
- Oversee and ensure an inventory of all school equipment is maintained.
- Respond to emergencies appropriately and inform relevant staff.
- Work closely with the catering subsidiary to ensure smooth operations of the catering services, payments and quality of meals.

ICT

- Ensure the most effective use is made of the school's administrative computer hardware and the development of the computerised management information system within the school.

Other Responsibilities

- Build close working relationships with the Senior Leadership Team and SSC as well as with other agencies / professionals.
- Development policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Adhere to school policies and Trust's Ethos Policy.
- Contribute to the development and implementation of the overall ethos/work/aims of the school.
- Participate in training opportunities and professional development as required.
- Undertake similar duties commensurate with the level of the post as required by the Head of School.

PERSON SPECIFICATION

Criteria		Requirement	
		Essential	Desirable
1.	Level 2 (GCSE A*-C) or equivalent in English and Maths	X	
2.	Relevant Management Qualification (Education) or significant experience with experience in managing and leading staff	X	
3.	Degree or significant experience in a relevant field	X	
4.	Health & Safety qualification e.g. Managing Safely or appropriate experience		X
5.	Experience of project management e.g. building projects	X	
6.	Ability to analyse, interpret, collate and present management information through reports and plans	X	



7.	Ability to effectively manage varied functions	X	
8.	Ability to communicate confidently and effectively at all levels e.g. Governors, leadership team, teaching staff, contractors, caretakers	X	
9.	High level IT skills particularly in Excel spreadsheets and Word	X	
10.	Personable, approachable, able to explain complex issues	X	
11.	Ability to manage competing priorities and work to deadlines	X	
12.	Strategic approach to planning and business development	X	
13.	Understanding of, and ability to comply with the requirements of safeguarding/Child Protection	X	
14.	Ability to travel as and when required	X	
15.	Ability to work flexibly outside normal hours if necessary	X	
16.	Commitment to the safeguarding and welfare of all students	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2025/09/Child-Protection-and-Safeguarding-Policy.Autumn-25-2.pdf>