

## Job Description - Office Manager

**Salary scale:** S02

**Hours:** 36.25 hours per week, 40 weeks per year  
(term time plus 5 additional days and 5 training days, 8am-4.15pm)

**Contract term:** Permanent

**Job start:** 4 November 2024

### The Role:

- Under the direction of the Headteacher, the Office Manager is responsible for managing an efficient and effective school office
- Supervise admin team and site staff
- Provide a comprehensive administrative and organised support service to the Headteacher and the school
- Be a key member of the admin team providing a welcoming atmosphere and to support parents/visitors with their needs
- Provide an HR service being aware of confidentiality at all times
- Lead on GDPR
- Maintain a professional image at all times
- Work closely with the school Health and Safety Lead

### Key Responsibilities: Support for Senior Leadership Team

- Assist the Headteacher in day to day administration and carry out any delegated tasks some of which may be highly confidential in nature including dealing with confidential staff HR documents
- Facilitate and minute meetings for the Headteacher/Senior Leadership Team as required
- Under the direction of the Headteacher and GDPR Officer, ensure the school is compliant with GDPR regulations
- Support the Headteacher with the induction of new members of staff
- As directed by the Headteacher, compile letters and documents
- Assist the Headteacher in day to day administration and carry out any delegated tasks, some of which may be highly confidential in nature
- Prepare documents for termly reports to the Local Governing Body and the Trust

### Key Responsibilities: Management

Responsibility for the smooth running of the school, including:

- Manage the administrative team and demonstrate a comprehensive knowledge of the school's office procedures to execute all administrative tasks efficiently and promptly, thereby ensuring the smooth functioning of the school office
- Line manage the site staff and the admin team
- Delegate work to staff as and when necessary, ensuring a high quality of work and that deadlines are met
- Encourage effective team work to ensure that the office reflects a professional frontline service
- Identify training needs and bring them to the attention of the Headteacher for discussion
- Monitor the induction and MIS training of any new members of staff
- Oversee maintenance of the MIS database on pupils and staff and use information to produce relevant reports
- Ensure that the Single Central Register is always up-to-date
- Handle difficult situations with sensitivity and calmness, ensuring you are always aware of the safeguarding of our pupils, data protection and the need for confidentiality
- Oversee the tally of money held in school and liaise with Connect Education Trust finance department regarding cash collection and banking

**Key Responsibilities: HR**

- Deal with recruitment including preparation of documentation and pre-employment checks
- Deal with staff leavers including preparation of documentation and the return of school property
- Liaise with HR to process contracts, contractual variations, flexible working requests, maternity documents and fixed term contracts
- Enter staff absence on HR system, recording paperwork as necessary
- Process staff attendance reward scheme
- Check and authorise pre-payroll report
- Deal with confidential HR documentation

**Key Responsibilities: Administration**

- Ensure all visitors are received in a friendly and professional manner, making them feel welcome and attended to and process them in line with the Trust's Safeguarding procedures
- Compile factual letters/documents as directed by the Headteacher
- Have a good understanding of payments on the MIS system and be able to provide the Headteacher with information regarding debts. Oversee the chasing of debts
- Oversee and assist with the distribution of information to parents, staff and governors
- Oversee and update the school website as necessary
- Together with your line manager, be responsible for identifying and agreeing your personal development/training needs

**Other Responsibilities:**

- Undertake such duties of a similar nature as may be reasonably directed by the Headteacher and Senior Leadership Team. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school
- Develop effective and professional relationships with colleagues and know how and when to draw on advice and support
- The postholder shall ensure the duties of the post are undertaken with due regard of the Trust's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation

**All Connect Education Trust staff will:**

- Promote equality of opportunity
- Follow the Safeguarding and Child Protection Policy and Procedures
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the school
- Be committed to achieving the alliance values
- Work in partnership with all colleagues including the Governing Body
- Have regard for and act in accordance with the Health and Safety Policy and practice
- Celebrate success of pupils and staff

## Person Specification - Office Manager

Qualifications
Educated to GCSE standard and specifically passes in English and Mathematics
Essential Training and Experience
<ul style="list-style-type: none"> <li>▪ Evidence of effective team leadership and line management</li> <li>▪ Knowledge of GDPR</li> <li>▪ Effective communication skills and ability to communicate and present information well</li> <li>▪ Excellent ICT skills</li> <li>▪ Ability to work under pressure and to deadlines, prioritising as necessary</li> <li>▪ Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>▪ Be able to plan, organise and manage own workload effectively whilst remaining adaptable to rapidly changing requirements</li> <li>▪ Take initiative to motivate and lead a team</li> <li>▪ Knowledge of safeguarding procedures</li> </ul>
Desirable
<ul style="list-style-type: none"> <li>▪ Experience of managing an office in an educational setting</li> <li>▪ Knowledge of organisational structure of a school and school policies/procedures</li> <li>▪ Recognised qualification in administration/management</li> <li>▪ Knowledge of an education based Management Information System</li> <li>▪ Knowledge of Health and Safety practices and procedures</li> </ul>
Essential Personal Attributes
<ul style="list-style-type: none"> <li>▪ Approachable, professional and organised person with good interpersonal skills</li> <li>▪ Calm, efficient and flexible</li> <li>▪ Understanding of a school environment</li> <li>▪ Proven tact and diplomacy in dealing with adults and pupils</li> <li>▪ High standards and the capacity for further development</li> <li>▪ Ability to reflect and take on positive criticism</li> <li>▪ Be willing to work in partnership with all stakeholders</li> <li>▪ Be committed to the safeguarding and welfare of all pupils</li> <li>▪ Understand the importance of confidentiality</li> </ul>