SPENCER
ACADEMIES TRUST

Job Description

Post Title: **Office Manager**

Location: **George Spencer Academy**

Salary/Pay Range: **NJC09 - NJC12 (*depending on experience and qualifications)***

Hours of work: **Monday to Friday (37 hours per week, Term Time + 3 weeks)**

Reporting to: **Operations Manager**

Purpose of Role

- To manage the school office and reception in an efficient and effective manner.
- Promote the highest standards of operational functions and ensure the most effective use of resources.
- Ensure the administrative team provide excellent hospitality for visitors and guests to the Academy.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be annually.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

Specific responsibilities include:

Management of the Administration team

- Undertake induction, probation reviews, professional performance reviews (appraisal) and professional support for employees in the Administration Team.

- Provide day to day management of the Administration Team, monitor general administrative functions, procedures and be accountable for quality and accuracy.

- Responsible for the Administration Team rota, ensuring the school reception is functioning at the highest standard.

- Ensure the Administration Team complies with General Data Protection Regulations and the Data Protection Act 2018.

- Ensure the Administration Team adheres to confidentiality and is presentable at all times.

- Ensure all daily post from staff is sent and received within appropriate timeframes.
- Responsible for the reception filing system and maintain school archives.
- Responsible for overseeing day to day workload of the Administration Team, identifying priorities and deadlines in line with agreed office procedures.
- Ensure the Administration Team provide excellent hospitality for visitors and guests to the Academy.
- Model excellent professional relationships with students, parents, and other professionals in the school.
- Be an ambassador for the school when meeting parents and other visitors.

Administration

- Adhere to school procedures and ensure that staff receive messages (telephone, email and face-to-face) promptly and accurately, including the Info inbox.
- Ensure all room booking requests are arranged promptly and accurately.
- Ensure all student data is accurately added to SIMS.
- Ensure that all visitors to the school are signed in and out in accordance with the school's Safeguarding Policy.
- Ensure all pupils entering and leaving the school during the school day are accurately recorded in SIMS, adhering to the correct guidelines.
- Responsible for the operation of the school gates, responding appropriately and maintaining site security – additional responsibility for programming the gates for late night opening and during school holidays.
- Responsible for the administration of staff and visitor ID cards.
- Responsible for catering Squid accounts – ensuring all new year 7s are issued with new accounts at the start of the year and dealing with any additional problem.
- Work collaboratively with the Vice Principal and Finance regarding FSM pupils, ensuring vouchers are issued and assistance for School Uniform on an annual basis.
- General administration support when instructed by the Principal, Senior Leadership Team and Operations Manager.
- Support administration of pupil exclusions – ensuring the policy is followed, letters issued, data recorded and reported to County Council.

- Responsible for updating the timetable with any changes including timetable issues – class corrections, room bookings, change of teacher and mid-year rotations.

- Support with the school's Duty Manager system though the system in place.

- Work collaboratively with the Attendance Officer to ensure all student absences are accurately recorded.

- Arrange staff cover in the absence of the Operations Manager, as appropriate, to ensure the smooth running of the Academy.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.

- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.

- Be aware of and comply with all Trust policies.

- Participate in the Trust Professional Performance Review process and undertake professional development as required.

- Adhere to all internal and external deadlines.

- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name
Signature
Date

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Person Specification

	Essential	Desirable
Qualifications and experience		
Business and Administration Level 3		✓
Experience of working within a school		✓
Experience of leading a team	✓	
Knowledge and skills		
Effective use of IT packages including SIMS		✓
Full working knowledge of relevant policies / codes of practice / legislation	✓	
Ability to organise, lead and motivate other staff	✓	
Ability to relate well to children and adults	✓	
Ability to plan, organise and prioritise	✓	
Excellent attention to detail	✓	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
Initiative and ability to prioritise own work and that of others to meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	