



Office Manager

Job Title:	Office Manager
Pay Scale:	GLPC Scale 5-6, Points 11-20 PS6 points 2 - 6 Dependant on location
Contract:	Term Time plus 2 Weeks - to be agreed with the school
Reports to:	Reports to Principal
Responsible for:	Line Manager to Office Assistant
Main purpose of the post:	
To be responsible for the day to day management of the office to ensure the smooth and efficient running of the school administration processes	
Employment Duties:	
<p>This job description is to be carried out in accordance with agreed school policies and the provisions of the employee contract.</p> <p>Key areas</p> <ul style="list-style-type: none"> ● Monitor general office workflow to ensure deadlines are met. ● Line manage office staff and manage the appraisal process. ● Provide a comprehensive administrative and organised support service to the Senior Leadership Team (SLT). ● Responsible for the upkeep of the Single Central Record for volunteers and third parties in line with Keeping Children Safe in Education requirements ● Contribute to positive outcomes for all children, including welfare. ● Responsible for the admissions process in school. ● Oversee the administration of activities and payments. ● Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. ● Administer and update key areas of the Website. 	
Key Tasks and Activities:	



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Includes elements of key office functions listed below. Some tasks will be carried out by the Office Manager as agreed on appointment. Other tasks will require the support and oversight of the Office Manager.

Office duties

- Office duties such as answering the telephone or sending information to stakeholders, dealing with queries from pupils, parents and visitors and undertaking communication with parents regarding clubs, pupil illness, school trips, parent's evenings and any other notices.
- Undertake a diverse range of secretarial duties for the school staff to ensure well-presented and accurate correspondence, reports and other documentation.
- Input data, create and maintain accurate pupil records on the MIS system.
- Ensure that all necessary returns are completed and submitted by the set deadlines.
- Be able to use and update the school's website, ensuring accuracy of information available to stakeholders.
- Manage Free School Meal pupil entitlement and Pupil Premium, including recording attendance at after school clubs

Staffing

- Supervise the office staff to ensure that all office functions are carried out in a timely and efficient way, and the wellbeing needs of the team are met.
- Lead the appraisal process for administrative staff.
- Manage the administration of staff absence in conjunction with the Trusts' Professional Service Teams.

Safeguarding

- Be responsible for the safeguarding of visitors and third parties and the related records.
- Responsible for the upkeep of the school's single central register for volunteers, governors and all third parties.
- Ensure visitors to the site have appropriate identification, are signed in and out and wear the appropriate badge whilst on site.
- Actively promote the safeguarding of all pupils and adults and adhere to statutory guidance within Keeping Children Safe in Education and other legislation.
- Ensure the school's training requirements for safeguarding and health and safety are kept up to date and recorded accurately.

Welfare

- Oversee the first aid treatment of all children and adults in school and for the completion of the clerical processes related thereto.
- Hold relevant qualifications for administering first aid according to the needs of the school.
- To oversee the maintenance of records for administration of medicine to pupils and administer medicines to pupils.



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- Deal with minor injuries and administer first aid, following the correct guidance.
- Be responsible for completing risk assessments for children with medical needs.
- Be responsible for the completion of accident records and liaise with Trust central staff as required.

Admissions

- Manage all aspects of the admissions process (nursery and primary as per school set up), including mid-term applications in accordance with the Trust admission policy. Act as the initial point of contact for all admissions enquiries and provide information and policies regarding the admissions process to parents / carers.
- Maintain waiting lists and apply the criteria for admissions in accordance with Trust policy.
- Ensure pupil vacancies are filled promptly wherever possible.
- Arrange prospective parent visits to the school for the Principal or undertake tours for parents as required.

School Activities

- Oversee administration of children's activities including educational visits on and off site and clubs
- Maximise income available for the school by actively promoting the school's facilities and administering the hire of the premises to community groups and businesses.
- Oversee the administration of the payment system to ensure the school remains debt free.
- Oversee the ordering process for the school, liaising between the staff based at school and in the central team.

Other Duties

- Update school emergency plans and resources in conjunction with SLT and other Trust staff.
- Assist in the promotion of the school through the sensitive dealings with children, parents and visitors at all times
- Deal with queries and requests from visitors and callers and handle difficult situations smoothly
- Any other duties as can be reasonably expected within the boundaries of the school office

General Information:

Equality of Opportunity

- As a member of Trust staff, to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.



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Confidentiality and Data Protection	<ul style="list-style-type: none"> ● To treat all information acquired through employment, both formally and informally, in strict confidence. ● To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> ● Any other duties as reasonably required by any manager of the school. ● Participating in the ongoing development, implementation and monitoring of the school development plan. ● Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> ● Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

Agreed by: Date

This job description may be amended at any time after consultation with the post holder.

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.

Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

LEO Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All employees of the Trust are deemed to be in regulated activity with children and as such, all offers of employment are subject to an Enhanced DBS check amongst other checks as appropriate.



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Person Specification

Attributes: E=Essential D=Desirable	
Training and Qualifications	
Experience in current Trust ICT systems.	E
Excellent numerical and literacy skills	E
Evidence of continuing professional development	E
Willingness to undertake training as appropriate.	E
Experience	
2 years recent experience of working in a school office environment.	D
Full working knowledge of relevant policies/codes of practice/legislation	E
Skills	
Ability to organise, lead and motivate other staff.	E
Ability to plan and develop systems	E
Ability to relate well to children and adults.	E
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	E
Ability to self-evaluate learning needs and actively seek learning opportunities.	E
Be able to work under pressure and to deadlines, prioritising tasks where needed.	E
Other	
Be an ambassador for the school, creating an outstanding first impression for new parents.	E
Be committed to safeguarding and promoting the welfare of all children and young people.	E