

JOB DESCRIPTION

Impact Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<p>Title: Office Manager Scale 4: £29,346 - £30,630 (FTE)</p> <p>Date of this Job Description Spring 2025</p> <p>Hours: 36 hours</p> <p>Immediately responsible to: Headteacher</p> <p>Important Relationships: Headteacher, SLT, Teaching staff, TAs, Admin Team, Premises Manager and Site Team, Governors, IMAT Central Team</p> <p>Job Purpose: To support staff and the Headteacher in their duty to ensure that the school meets its educational aims.</p>	<p>Job Purpose:</p> <ul style="list-style-type: none"> Responsible for/manage the operation and delivery of support services within the school. Coordinate the planning, development and monitoring of Administration, Finance, HR, IT and Estates To support the management of relevant support staff, including commissioning and delegation of relevant activities. <p>Duties and Responsibilities:</p> <p>Organisation</p> <ul style="list-style-type: none"> Administratively support the planning, development, design, organisation and monitoring of support services and whole school systems/ procedures/ policies Line management responsibilities: <ul style="list-style-type: none"> - manage administration staff - Support the implementation of recruitment/ induction/ staff deployment / performance management / staff development/ mentoring systems for support staff <p>Administration</p> <ul style="list-style-type: none"> Organise school events (trips, sports days, etc), collection of payments and booking venues Manage all communication between school and parents; including emails, Bi-weekly Newsletter, update website, etc Manage pupil admissions processes in accordance with the school's admissions policy for in year pupils and new Reception admissions; including the management of open days' and handling parental queries Assist with pupil first aid / welfare duties Manage school reception duties (calls, emails, visitors, etc) and at times provide cover Provide general confidential administrative support to the SLT; i.e. emails, letters, reports, and meetings Enter, update and upload attainment grades to relevant systems Manage extra-Curricular club providers and coordinate PTA events Support extra-curricular timetable and coordinate communication regarding sign ups Support marketing and promotion of the school including website updates In liaison with the Central Team, support the school office operations; including the School Census, School Workforce Census and Single Central Record
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- Follow school attendance procedure; including first day absence calls, overseeing attendance registers and monitoring/reporting attendance to Headteacher
- Coordinate and organise Parents Evenings and distribution of pupil progress reports
- Maintain and update pupil database and records
- Oversee school supplies, ordering and budget in liaison with the Central Team for approval
- Handle systems access for staff (School Booking System, Medical Tracker, Twinkl, etc)
- Maintain and monitor management information systems.
- Support the submission of relevant information to SLT, IMAT Central team, the Governing Body and outside agencies, e.g. DfE.
- Be responsible for advising Trust of appropriate input and internal operation of Payroll systems in line with required deadlines.

HR

- Liaise and support the Headteacher in administering HR procedures and maintain staff records
- Manage staff data (joiners, leavers, and contract variations and notify the Trust of any changes.
- Assist with recruitment - job advertisements, job descriptions, advertising, managing the interview process and onboarding (DBS checks, reference checks, etc)
- Signpost any staffing issues or special leave requests to Headteacher
- Maintain general and confidential filing system, MIS systems and data
- Book supply teachers when required by Headteacher
- Record absences on relevant systems and advise Central Team

Finance/Resources

- Support Central Team with finance administration; invoices/PO's/BACS run

SUPPORT AND ADVISE ON CHANGES

- Support the Central team with the financial administration, ensuring compliance with regulations.
- Maintain up-to-date accounting, ensuring accurate coding of income/expenditure and liaise with the Central team for month/year end processes and adjustments.
- Support the Central team with audit work, providing reports as required
- Support the Headteacher with budget setting.
- Monitor budget and produce monthly management accounts for the Headteacher and the Central Team).
- Identify and inform the Headteacher and Central team of any budget variances and take prompt corrective action.
- Ensure pay, budget and reporting information is communicated with the Central Team in a timely
- Raise po's procurement and be responsible for securing relevant sponsorship.

- Pass on securing appropriate licences and insurance queries to the Central Team when needed.
- With the Central Team support for devising marketing and promotion strategies for the school.
- Manage facilities including use of premises income, and major building projects, liaising with the Trust Estates Manager.
- Liaise with the Central team in supporting the letting of school premises (and associated income) to external organisations, for the development of the extended services and local community requirements.
- Develop work specifications and manage service contracts – liaise with Central team
- Assist the Central team with providing operational management and monitoring of ancillary services e.g. cleaning, catering, etc
- Be responsible for the management of Health and Safety within the school. Act as the schools' Health & Safety Co-ordinator and Fire Officer. Liaise with external H&S consultants and audit work as required by the central team.

Other Responsibilities

- Ensure compliance to child protection, health & safety data protection policies, reporting all concerns to an appropriate person, as directed by the Headteacher
- Contribute to safeguarding the welfare of children in the school
- Build relationships with stakeholders and participate in training.
- Contribute to the overall ethos/work/aims of the school
- Support any policy development and implementation; as required by the Headteacher.
- Lead on Data Protection and Freedom of Information matters.
- Support school values and promote equal opportunities for all

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external) Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)
Actively engage in the school's performance appraisal and development scheme to improve personal and service performance.

EQUALITIES

Implement the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> English and Maths GCSE grade C (or equivalent) A proven commitment to professional development 	<ul style="list-style-type: none"> Recent safeguarding training
Experience	<ul style="list-style-type: none"> Experience in budget management or financial control 	<ul style="list-style-type: none"> Have experience of working in a school environment
Knowledge, skills, and abilities	<ul style="list-style-type: none"> Excellent numeracy and communication skills (written and verbal) Strong commitment to safeguarding Ability to interpret advice devise policy Ability to work constructively as part of a team with a clear understanding of roles Ability to self-evaluate own needs and actively seek learning opportunities 	<ul style="list-style-type: none"> An understanding of the role of parents / carers and the community in school improvement and how this can be promoted and developed
Personal Qualities	<ul style="list-style-type: none"> Ability to relate well to children and adults Strong interpersonal skills Self-motivated, hardworking, and resilient Ability to persuade, motivate, negotiate and influence Ability to prioritise workload to meet deadlines and remain calm under pressure 	

Agreed and signed

Postholder

Date

Headteacher

Date