



Job Description & Person Specification

Office Manager

Responsible to:	Headteachers PA
Scale	Scale 7, Point 19 – 24
Accountable to	Headteachers PA
Accountable for	N/A

Job Purpose:	To take responsibility support with the overall running of the Schools office.
Duties & Responsibilities:	- To have overall responsibility for and plan, monitor and evaluate the work of the office and reception staff. - To anticipate termly administrative demands and plan ahead accordingly. - Line manages office team, receptionists, and cover supervisor, ensuring the effective and efficient operation of the department and effective deployment of team members. - Hold regular weekly team meetings with office team in order to address any issues arising and to bring these to an acceptable conclusion wherever possible. - Be responsible for the performance management and professional development of direct reports. - Safeguard and maintain stationery stock levels. - To proof- read all letters, excluding those written by SLT. - To triage CPOMs alerts (level 3 safeguarding training will be given). - To manage SLT on call. - To be the Educational Visits Co-ordinator (training will be given). - To ensure that all feedback enquires are dealt with effectively in a timely manner. - To liaise with the Deputy Headteacher Quality of Education to ensure that necessary cover arrangements are in place when teaching staff are absent, including short and long term supply bookings. - To send out the daily cover list. - To meet and induct all teaching supply staff, process timesheets and agency invoices. - Ensure there is staffing cover for any first aid requirements. - Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. - Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy



	Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.
General:	- Participate in the performance management and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. - Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. - Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

PERSON SPECIFICATION

Qualities and Attributes	Essential	Desirable
Qualifications		
A minimum of 5 G.C.S.E.s at Grade 4+/Grade C+, including English and maths.	√	
Experience		
Successful experience of working in an administrative team.	√	
Successful experience of working in a school.		√
Successful experience of managing a team.		√
Knowledge / Skills		
The ability to work effectively as part of a team.	√	
The ability to use Office 365, Word, Excel and Powerpoint.	√	
An ability to be flexible and creative.	√	
An ability to use own initiative and work independently.	√	
An ability to communicate clearly both verbally and in writing.	√	
An ability to work calmly under pressure.	√	
An ability to manage own time effectively.	√	
An understanding of the procedures and legislation relating to GPDR		√
An ability to ensure that whole school policies are implemented consistently, including those relating to safeguarding, child protection and student behaviour.	√	
Personal		
A commitment to continued professional development.	√	
General		
Good attendance and punctuality record.	√	
Professional dress	√	

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated November 2025.