

**JOB DESCRIPTION** **– OFFICE MANAGER**

|  |  |
| --- | --- |
| Job title | **Office Manager** |
| Grade | **GR4 23-31** |
| Responsible to | **Principal** |
| Responsible for | **The administrative team and Lunch team** |
| Effective from | **September 2025** |

|  |
| --- |
| **SUMMIT LEARNING TRUST Mission Statement**  Strength through diversity  Ambition through challenge  Excellence through curiosity |

**Role Purpose:**

* Work collaboratively with the Senior Leadership Team to support the strategic vision and leadership of the school.
* Ensure the provision of effective administrative and clerical support to the academy.
* Undertake the administrative duties associated with all aspects of supporting pupil’s needs as required.

## Key Function

* Overall management of the administration team and all associated tasks.
* Overall management of the wrap-around care team and their associated administrative tasks.

**Main Duties and Responsibilities**

* Overall responsibility for work undertaken by the Admin staff in the main office and the wrap-around care support staff.
* Plan, prioritise and allocate tasks, monitoring the work of the Administration team in the office for accuracy, quality and efficiency and oversee the work undertaken by the wrap-around care staff.
* Ensure the school office facility works effectively as a team with efficient work practices to serve the school, parents and community.
* Assist in the appointment, induction and development of the Admin team and the Lunchtime support staff
* Undertake Performance Management within the Admin team and Lunch time staff.
* Provide word-processing and other clerical services to the academy.
* Lead the admin team in acting as the first point of contact within the school to filter enquiries appropriately and efficiently.
* Receive and deal with enquiries from parents, staff, pupils, visitors and other outside agencies over the telephone, email and in person – taking and distributing messages and post as appropriate, in a timely manner.
* Oversee the receipt of all planned and unplanned visitors to site, undertaking safeguarding ID checks as required.
* Oversee the management of an efficient filing and retrieval system for documents and letters.
* Support the Principal with administrative requests, such as letters to Parents, producing reports, arranging appointments, etc.
* Provide administrative assistance and guidance to Lunch time staff
* Liaise with the relevant supply agencies to book supply staff, providing the HR Assistant with the relevant ID details for the SCR.
* Oversee the input and maintenance of pupil and staff details on Arbor.
* Ensure that all staff absences are recorded on Arbor and the HR Assistant is notified accordingly.
* Update Arbor with basic staff details for the staff census.
* Undertake pupil data returns for internal and external purposes as required by the Principal and in liaison with the Pastoral Lead where appropriate, such as the school census, FSM checker, EYFS Data Collection, statutory returns required by the LA, Dfe, etc
* Oversee the administration and upkeep of ParentPay within the academy, producing reports as required.
* Provide administrative support in arranging school trips and educational visits, such as making bookings, arranging transport, organising letters and recording payments etc.
* Manage the Academy’s calendar.
* Provide cover for the Attendance Officer in their absence.
* Assist the Estates & Facilities Business Partner with any pupil risk assessments carried out.
* Safely administer medicine and forms relating to pupils, maintaining the Academy’s Inhaler/Medical register.
* Liaise with kitchen regarding school meals and numbers.
* Organise refreshments for visitors.
* Set up rooms for meetings, training and workshops as required.
* Support the organisation of whole-school events, such as open evenings, parent consultation evenings, etc.
* Support the Principal and the site team with implementing plans for emergency closures where necessary.
* Oversee the organisation of clubs as required.
* Undertake Playground duty at the start/end of day, as required.
* Assist the Pastoral Lead with the FSW, when required.
* Undertake Data and GDPR management through accurate record-keeping, reporting any data breaches within the Academy where necessary, in a timely manner. With the support of the HR Assistant for staffing queries, this may include assisting the Trust with collating and/or redacting information in relation to Subject Access Requests and Freedom of Information Requests, as required.
* Support the Principal and SLT with fire evacuations and other emergency procedures as required.
* Assist the Estates & Facilities Business Partner with general Health & Safety administration and record-keeping of fire drills, etc where required.
* Assist with accident recording for staff and students where necessary and ensure that accident report forms are provided to the Principal and the Trust’s Estates & Facilities Team in a timely manner.
* Provide support to the Trust Business Partners in the administration of insurance-related claims where necessary.
* Oversee the forwarding of invoices to the Trust Finance Office.
* Ensure that invoices received by the Academy and which relate to an order on the finance system, are supported by a Goods Received Note on the purchase portal by the budget holder.
* Undertake budget holder responsibility for admin cost centres within the Academy such as marketing and display, postage, stationery, furniture, reprographics, admin costs, uniform, non-educational supplies, etc.
* Assist with the weekly banking process, overseeing petty cash.

**Accountabilities**

* Participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with line manager.
* Comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace.
* Ensure that all duties and services provided are in accordance with the Academy’s Equal Opportunities Policy.
* Have a responsibility for, and be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults.
* Have an awareness of whole school issues that affect the well-being and education of the child.

**Notes**

* This job description is not necessarily a comprehensive definition of the post.
* It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

|  |  |
| --- | --- |
| Job Description issued by the Principal: |  |
| Copy received by: |  |
| Date: |  |