



Job Description

Office Manager

Main Purpose

The school office manager is responsible for overseeing the daily administration of the school office including line managing administrative staff. They are also responsible for all administrative, HR and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services.

Duties & Responsibilities

Administration

- Manage the full range of administrative support to the Headteacher and other leaders within the Academy
- Line manage members of the administration team to ensure effective customer service and administration provision to parents and other Academy colleagues
- Ensure all members of the administration team receive annual appraisals and performance management including assessing CPD for the team
- Devise and maintain effective office administrative systems to deal with any relevant paperwork including organising, storage, document retrieval and other information in both paper and computer based systems
- Attend meetings to take notes and document actions arising including supporting the Headteacher or senior leaders with any relevant preparation required
- Be responsible for liaison with any other relevant departments both within the Academy and wider
- Trust for any administrative requirements or contractor management
- Ensure any relevant processes or risks from an insurance provision are managed with direction from the Headteacher
- Support and manage the administrative team to ensure effective school messaging systems and where applicable any monies are collected and recorded appropriately e.g. dinner monies, trips and any other requirements
- Manage the process for parents undertaking visits to the Academy ensuring all relevant safeguarding procedures are in place
- Manage the admissions processes for the Academy including maintenance of waiting lists, allocation





or spaces and other responsibilities in line with requirements

- Maintain pupil records and be responsible for completion and submission of relevant online and paper forms and returns including to outside agencies
- Oversee the organisation of school trips in cooperation with other staff. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments.
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school
- Ensure all visitors are greeted and supported effectively by the administrative team and that all relevant procedures are in place from a safeguarding perspective
- Ensure all the administrative team are compliant with any relevant statutory or Academy processes in relation to pupil or staff data, equality and diversity requirements, health and safety procedures and safeguarding policies
- Support and help coordinate any Academy events as required

HR

- Have knowledge of all of the Trust's HR policies and follow procedures as outlined in relevant policies
- Lead on all HR processes in the Academy
- Manage the recruitment process writing Adverts, updating Job Descriptions and ensuring all recruitment checks are carried out prior to interview and references are received, gaining authorisation/liasing with the Trust where required
- Assist with the Headteacher shortlisting and support with the interview process as required. Send out offer letters and arrange for contracts to be raised
- Ensure all pre-employment checks are carried out and personnel files are updated with the correct documentation
- Ensure all new starters are thoroughly inducted in line with Trust procedures and probation policies are followed
- Record all DBS checks on a Single Central Record and ensure that it is fully compliant and is in line with Ofsted requirements. Keep up to date with safeguarding legislation
- Complete Starter and Leaver forms and Variations to Contract letters or forms
- Inform Payroll of any contract changes and pay increases
- Enter any contract and salary changes on Access and Arbor





- Monitor Staff Absence on the Management Information System
- Carry out performance management on line managed staff
- Ensure all pension documentation for Teachers Pensions and LGPS is completed on time

Leadership

- Line manage all administrative staff, including reviewing staff performance and carrying out appraisals
- Train and develop administrative staff as appropriate
- Ensure that all members of the office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally
- Develop an office team that delivers and meets the needs of the school
- Take all decisions in line with the vision and values of the school and the Trust, and encourage others to do the same

Resource Management

- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Oversee and operate relevant equipment and IT packages including Arbor
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
- Assist with procurement and securing sponsorship/funding
- Assist with marketing and promoting the school
- Manage school licences and insurances
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

Compliance

- Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times





- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

The school office manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person Specification

Office Manager

Qualifications & Experience	Essential / Desirable
Strong qualification in literacy and numeracy	Essential
Working in an office environment at senior level	Desirable
Organising, leading and motivating other staff	Essential
Developing, managing and operating clerical/administrative/financial and organisational systems	Essential
Managing staff	Essential
Working with children or young people	Desirable
Managing school finances and budgets	Desirable
Analysing and evaluating data	Essential
Skills & Knowledge	
Good knowledge of financial regulations	Desirable
Excellent attention to detail	Essential
Excellent literacy and numeracy skills	Essential
Competent use of IT packages including word processing, spreadsheets, computerised accounting systems and school MIS systems	Essential
Ability to use relevant office equipment effectively	Essential
Ability to plan, organise and prioritise	Essential
Understanding of data protection and confidentiality	Essential
Understanding of safeguarding	Essential





Personal Qualities	
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	Essential
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	Essential
Ability to work under pressure and prioritise effectively	Essential
Commitment to maintaining confidentiality at all times	Essential
Commitment to safeguarding and equality	Essential
Embraces change well	Essential
Deals with difficult situations effectively	Essential
Ability to use empathy and humor to support relationship building	Essential
Ability to galvanise teams and model positivity, achievement and celebration	Essential

