**JOB DESCRIPTION**

**Post title: Office Manager**

**Academy: St Peter’s Crosskeys**

**Working time: 30 hours plus three weeks**

**Pay range: Grade 4**

**Reporting to: Headteacher**

**Main Purpose of the job:**

The provision of a wide range of clerical, administrative, financial and reception support to the Academy

To be the first point of contact for telephone queries and visitors to the school

**Key Responsibilities:**

* To perform a comprehensive range of high level complex administrative tasks including complex or sensitive reports and correspondence.
* Monitoring large budgets and producing complex financial reports and statements as required
* To create, manage and manipulate information relating to finance, student or staffing information or any other service requirement and this will include producing bespoke reports.
* Liaising with outside agencies, other schools and other relevant authorities regarding student welfare and records as required.
* Collating and filing documents including students related letters and records.
* To develop systems and processes to meet operational needs and to ensure the high quality of information held.
* Ensuring the completion of the student census data and other statistical information commensurate with role as and when required by external agencies and authorities such as Department of Education and OFSTED.
* To provide secretarial support to a wide range of meetings including senior leadership teams and Governors, service committees and support groups e.g. confidential typing, arranging diaries, preparing and circulating agenda’s and taking minutes to support effective management decision making.
* To undertake payroll and personnel administration / issues on behalf of the academy.
* To provide authoritative advice and guidance to colleagues, parents/carers and business contacts with regard to policies, processes and services provided including handling complex queries.
* To be responsible for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters.

**Supporting Information**

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

This job description is current at the date below and does not form part of your contract of employment. This may be amended as the need arises to reflect or anticipate changes to the role/duties following consultation with the post holder.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Teacher/Principal Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person Specification**

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| --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |
| A good standard of secondary education to GCSE level or equivalent.  A good standard of literacy and numeracy  Willingness to undertake further training | ✓  ✓ | ✓ |
| **Experience** |  |  |
| Carrying out a wide range of complex administrative duties.  Interpreting written instructions/manuals to carry out processes and procedures without regular supervision  Working with a variety of IT systems including word processing, spreadsheet and database operation  Supporting others through training and mentoring  Supervising others through effective delegation and mentoring  Dealing with confidential and sensitive information in accordance with data protection principles  Analysis and interpretation of financial data, processing orders and handling cash/cheques/invoices or equivalent  Communicating with a wide range of staff and customers to provide advice, guidance or instructions  Dealing with confidential and sensitive information in accordance with data protection principles  Knowledge and administration of health and safety | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **Skills and Knowledge** |  |  |
| Highly organised with great attention to details  Ability to prioritise and effectively meet deadlines  Good IT skills including MS Word, Excel and accounting systems  Have clear and concise communication skills both written and verbal | ✓  ✓  ✓  ✓ |  |
| **Aptitude** |  |  |
| Highly organised with great attention to details  Ability to prioritise to effectively meet deadlines and work calmly under pressure  Good IT skills including MS Word, Excel and accounting systems  Have clear and concise communication skills both written and verbal  Ability to work independently as well as part of a team | ✓  ✓  ✓  ✓ |  |
| **Specific Requirements** |  |  |
| Support for a Christian ethos  Commitment to a whole school ethos  Commitment to children’s personal and social development  Commitment to the staff team | ✓  ✓  ✓ |  |