

**Job title:** Office Manager  
**Grade:** 6

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**Job purpose:**

To provide a comprehensive administrative and financial support to the Academy.

Manage the provision of all administrative / secretarial functions within the Academy, act as a named line manager and be responsible for performance management and appraisal of other admin / secretarial staff.

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**MAIN DUTIES AND RESPONSIBILITIES**

- To have responsibility for the day-to-day operation of office procedures and provision of an efficient and effective of administrative function to the Academy and Trust.
- To further develop an efficient administrative support system, realising and deploying the potential of IT and other technologies in the administration of the Academy.
- Produce original and complex correspondence against a broad framework provided by the Principal, Business Manager and wider SLT i.e. reports, agendas, minutes, circulars, memoranda and disseminate appropriate information to employees, LAC, parents and carers, etc as required.
- Handle issues, for the Principal, Business Manager and wider SLT as appropriate, including dealing with items of a sensitive or confidential nature.
- Supply information for a specific purpose, identifying and accessing relevant data.
- Attend academy / trust meetings, to advise on financial and administrative matters.
- Assist with the implementation DAT Policies for both employees and learners.
- Responsible for Cover (known and unknown absences, liaising with Academy Cover Supervisors and agencies as appropriate, re-rooming due to exams/repairs) updating Trust / School based systems as required.
- In consultation with the Marketing Team contribute to the creation and production any booklets and promotional material as required.
- In consultation with colleagues assist in the production and delivery of messages to parents via Trust communication systems including usernames and passwords for parents and carers.
- Creation of templates for letters/reports home to parents in respect of a child's progress/attainment, certificates, awards and recording on academy systems
- Creation, editing and updating of Trust / School based systems/databases for both Learners and Employees (for example HR, Finance, Compliance, Learner Behaviour this is not an exhaustive list).
- To work with the Senior Leadership Team on all educational visits, including risk assessments and associated systems. To ensure the trip policy is followed for all school tips and relevant bookings are made. To oversee the school minibus maintenance and bookings and to ensure the minibus policy is followed at all times

- Administer and receipt small amounts of cash
- To manage the office budget and to ensure that the office is well resourced within the budget allocation. To sign off orders and invoices and ensure goods have been received.
- In conjunction with the Finance team ensure the recharging of resources and printing to relevant departments.
- In conjunction with the Finance team set up and maintain a bank of purchasing information, co-ordinate orders, receive deliveries and support distribution as required
- Ensure that hospitality is provided as and when required.

## **ESTATES AND COMPLIANCE**

- Assist and liaise effectively with external and internal audits and compliance requests including the monitoring and updating of academy/trust asset, information asset register/risk and compliance registers.
- To assist the Compliance Officer and Business Manager in dealing with Data Protection matters within school under the UK GDPR regulations. You will be the first point of contact for data protection related matters in school.
- In conjunction with Business Manager and Central Estates team provide day to day support and guidance to the Academy site team on work to be completed, task allocation etc.
- Carry out risk assessments as appropriate to ensure effective identification of potential workplace hazards.
- Assist and liaise with the Business Manager, Academy and Central Estates team to ensure timely and effective communication with external contractors and internal colleagues in relation to maintenance or repair of academy equipment / premises.
- In conjunction with the academy site team arrange for the appropriate maintenance or repair of academy equipment or tools and annual maintenance checks that may be required.
- Management of the academy lettings procedures.

## **ICT**

- Advise staff on the ICT requirements of the school (and related training needs to ensure administrative purposes are met.
- To assist in the design and maintain school's Webpage where stipulated

## **HUMAN RESOURCES**

- To assist with the production of recruitment correspondence and documentation, in liaison with the Principal i.e. advertising vacancies, preparation of job information packs, letters to interview, reference etc
- To assist with the production of all documentation required for teaching and staff support appointments or changes i.e. contract of employment, statutory enclosures, pay forms, DBS

- To assist with the development and maintenance of all personnel records.
- To assist with personnel procedures relating to the appointment and payment of teaching and support staff.
- In conjunction with Business Manager, SLT and Trust colleagues ensure that all employees in the academy receives an induction to the workplace.
- Carry out key elements of the recruitment and selection process as directed.
- Delivering training to administrative staff as required.
- To be responsible for the day to day personnel management of the Administration staff, and consulting with SLT colleagues / Business Manager on any necessary formal procedures.

## **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the academy
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Treat all users of the academy with courtesy and consideration
- Welcome prospective parents

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising learner achievement and effective team working

## **Working Environment**

The post holder must be willing to work and travel across the DAT schools as required. These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

Statutory and Discretionary Holidays.

## **Standard for all jobs**

- To perform services not only for Dudley Academies Trust but also for any subsidiary as required.
- To take a proactive role in the identification of personal and group training and developmental needs which support the Trust's objectives and to actively participate in the fulfilment of identified training and development needs.
- To operate at all times within both the spirit and the practice of the Trust Equal Opportunities policies.

- To be aware of and work with due regard to safety and safe practice. To meet statutory requirements and to report any hazards/unsafe practices or incidents as appropriate.
- To represent the Trust in the best light at all times.
- To maintain such records and undertake administrative duties as may be determined by the Trust.
- To carry out any other duties in connection with the appointment which may be reasonably determined from time to time by the Chief Executive or line manager.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set in context the framework within which the post holder will operate. It should not be regarded as a legal document nor a set of conditions of service.

The job description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post. Such variations are common occurrences and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed regularly and may be varied in the light of the business needs of the Trust.

Prepared by: Laura Round, Human Resources

Date: January 2023

Name of post holder (please print): \_\_\_\_\_

Signed by post holder: \_\_\_\_\_

Date: \_\_\_\_\_

## Person Specification – Office Manager

	<b>Ess</b>	<b>Des</b>	<b>Method of Assessment</b>
<b><u>Education/Qualifications and Training</u></b>			
NVQ Level 3 in Business Administration or relevant subject or equivalent qualification	✓		App Form
Commitment and willingness to undertake further training, assessment and development dependent upon existing qualifications and requirements of the post.	✓		App Form/Int
Excellent literacy and numeracy skills.	✓		App Form / Int
<b><u>Experience</u></b>			
Experience at a senior level with supervisory responsibilities.	✓		App Form/Int
Demonstrable office experience including the development, management and operation of administrative systems.	✓		App Form/Int
<b><u>Skills and Abilities</u></b>			
Ability to work constructively as part of a team.	✓		App Form/Int
Ability to organise, lead and motivate staff.	✓		App Form/Int
Ability to understand and relate well to children and adults.	✓		App Form/Int
Ability to work independently, using own initiative.	✓		App Form/Int
Ability to interpret advice and to devise policy on the basis of this.	✓		
<b><u>General and Specific Knowledge</u></b>			
Effective use of ICT and other specialist equipment/resources.	✓		App Form/Int
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	✓		App Form/Int
	✓		App Form/Int
<b><u>Safeguarding</u></b>			
Must be suitable to work with young people and vulnerable adult.	✓		App Form/Int/Checks

E = Essential	App Form = Application Form	Int = Interview
D = Desirable	Test = Interview Test	Pr = Presentation
	Ref = Reference	MT = Micro teach
	Checks = Disclosure and barring service	