

Job Description: Office Manager

Main purpose

The 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, financial, and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services.

Organisation

- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Contribute towards the planning, development and organisation of support service systems, procedures, and policies
- 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

Leadership

- Line manage administrative officer/s
- Train and develop administrative officer/s as appropriate
- Ensure that all members of the office present, always, a positive image to the school to all staff, parents, carers, 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 encourage others to do the same

Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Provide personal, administrative, and organisational support to other staff and the governing board
- Oversee and organise the management of admissions procedures in line with the Trust's admissions policy
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Assist with the update and distribution of online and offline communications (e.g., letters, newsletters, social media posts etc.) to parents, staff and other stakeholders
- Take and distribute meeting minutes as required
- Oversee and provide administrative support to the EHCP process; collating, updating, and maintaining student records, whilst ensuring that the schools' legal obligations are met in relation to timescales

- Oversee and provide administrative support to the Local Authority consultation process, collating and processing requests on behalf of the Headteacher
- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Oversee and monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- Oversee and carry out filing, printing, and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use, resolving any issues as necessary

Human resources incl. recruitment and training

- Manage the recruitment administration to conditional offer stage including collating documentation, as required
- Ensure employee records and contracts are up to date and reflect current working patterns to ensure accuracy of pay
- Maintain staff absence data in the Trust HR system
- Support absence management processes incl return to work meetings
- Advise on HR issues within schools and liaise with the external HR provider
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Maintain staff training records
- Manage and oversee the booking of staff training courses

Financial management

- Oversee and manage the security and reconciliation of cash in hand and debtors on a day-to-day basis, ensuring money is banked, money owed is collected, and clear records are kept
- Ensure value for money within procurement of goods and services in line with Trust policy
- Oversee and manage school's lettings offer where applicable
- Ensure the effective and efficient operation of the administration department, delegating tasks to finance/office staff where appropriate

Resource management

- Oversee and carry out the ordering, monitoring and management of stock, ensuring best value following the school's purchasing processes
- Oversee and operate relevant equipment and IT packages (e.g., the school's MIS system)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
- Oversee and manage the procurement process
- Oversee and manage the usage of the school credit card in line with Trust Financial procedures
- Assist with marketing and promoting the school
- Ensure the office is kept tidy, always organised and in good order, making sure there are sufficient office resources available

Safeguarding

- 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.

Compliance

- Keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality
- Support the school's DPO as the school's data protection administrator, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues
- Prepare and submit data returns on behalf of the headteacher e.g., census
- Ensure that the school's Single Central Record (SCR) is maintained in line with Statutory guidance
- Track all local school policies and ensure they are updated in accordance with the policy review schedule

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

The Propeller Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race (including colour, nationality, ethnic or national origin), religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marriage, or civil partnership.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.

Person specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards) • GCSEs in English and Math's at grade C (or equivalent) • Safer recruitment training (or willingness to complete it soon after employment commences) 	✓	✓ ✓
Experience	<ul style="list-style-type: none"> • Working in an office environment at senior level • Organising, leading, and motivating other staff • Developing, managing, and operating clerical/administrative/financial and organisational systems • Managing staff • Working with children or young people • Analysing and evaluating data • Data protection 	✓	✓ ✓ ✓ ✓ ✓ ✓
Skills and knowledge	<ul style="list-style-type: none"> • Excellent attention to detail • Excellent literacy and numeracy skills • Competent use of IT packages including word processing, spreadsheets and school MIS systems • Ability to use relevant office equipment effectively • Ability to plan, organise and prioritise • Understanding of data protection and confidentiality • Understanding of safeguarding • Understanding of HR processes 	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively 	✓ ✓ ✓ ✓ ✓ ✓ ✓	