



Learning, Working and Succeeding Together

JOB DESCRIPTION

School:	Thorpe Acre Junior School
Job Title:	Office Manager
Grade:	9
Responsible to:	Executive Headteacher / Governors
Responsible for:	Admin staff
Main Purpose:	The school Office Manager is responsible for the day to day office management, HR matters and line management of the school office team, supporting the Headteacher and SLT in the effective running of the school including overseeing the daily administration of the school office, including administrative staff. They are also responsible for all administrative and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services, ensuring the school meets all statutory and best practice requirements.
MAIN DUTIES AND RESPONSIBILITIES:	
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 ○ Support the school in achieving positive and effective lines of communication with all staff, parents/carers, the local community, the local authority and other stakeholders reviewing procedures to take account of latest regulations, guidance and developments in technology ○ Supervise the development and implementation of an effective administration support service and oversee administration processes within the school to ensure that all procedures are carried out accurately, effectively and efficiently, in order to provide maximum support across the school. This may include planning and prioritising the work of others within the team and dealing with and responding to a wide range of enquiries and issues. ○ Stand in for the administrative staff in their absence	

Leadership

- Manage administrative staff, liaising with the Headteacher on performance and welfare
- Train and develop staff as appropriate
- Ensure all members of the office present, at all times, a positive image of 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 encourage others to do the same
- Give more complex advice on matters relating to the postholder's job and/or team/section
- Support the Headteacher with HR management issues, including providing guidance on the application of HR policy to specific cases, seeing and taking account of advice and guidance from HR professionals.
- Serve as the initial point of contact for routine HR questions from line managers and staff, escalating as appropriate

Administration

- Support all aspects of HR administration, including maintaining accurate and confidential employee records
- Produce appropriate and accurate HR documentation and correspondence for staff starters, leavers and contract changes on the school's MIS
- Work closely with SLT to ensure that staff absence information is recorded accurately and any associated paperwork or payroll actions are actions or escalated as appropriate
- Manage manual and computerised record/information systems as well as keeping the Staff Portal and website updated
- Maintain office software, including processing upgrades and carrying out year-end procedures in accordance with published guidance (e.g. from LEAMIS), and ensuring staff and pupil records are kept up to date
- Undertake the completion of the annual school workforce census and termly pupil census submissions, adhering to strict deadlines
- Monitor and evaluate more complex management information, policies and procedures
- Maintain and manage electronic and manual records. Analyse, evaluate and interpret complex data/information and produce reports/information/data as required to support decision making and/or make recommendations to the Headteacher and SLT.
- Provide personal, administrative and organisational support to other staff and the governing body
- Be responsible for taking minutes where the need for accuracy and the recording of decisions is important (e.g. HR issues, meetings involving trade unions etc)
- Be responsible for Annual Review invitations, minutes and subsequent documentation being sent to SENA following liaison with the school SENDCo
- Co-ordinate staff training records, ensure statutory training is up-to-date and book staff training in line with school policy and procedure
- Regularly attend departmental meetings

- Attend meetings of outside bodies, representing the school

Compliance

- Be responsible for the administration of recruitment including advertising, collating documentation, references, medical clearance, DBS checks and all other pre-employment checks as required, communicating with candidates as required
- Plan and organise an induction program for all staff, after liaising with the DHT
- Plan and organise probationary periods for support staff with the DHT, and ensure that probationary reviews are carried out at the correct time
- Ensure the onboarding of all new volunteers/governors follow up-to-date KCSIE guidance and procedures
- Ensure all forms of employee information is managed and filed appropriately adhering to GDPR legislation
- Be responsible for maintaining the school's single central record in line with KCSIE requirements
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Liaise with the IT Technician to ensure cyber security systems are in place
- Be the school's data protection lead, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues. Liaising with the data protection officer as necessary on GDPR issues, ensuring sensitive information is handled appropriately. Attend regular DPO refresher training sessions
- Responsible for alerting the Headteacher, Premises Officer and H&S representative to any H&S issues, or changes in Health & Safety policies
- Alongside the Premises Officer, ensure that H&S monitoring and record keeping is kept up to date, accurate and comprehensive
- Assist with the overall responsibility for ensuring a safe working environment within the school
- Assist with the development and review of H&S policies and procedures, to ensure they reflect current practice and local/national guidance and regulations
- Take any changes in local authority policies to the Headteacher
- Responsible for the management of policies, updating in line with review dates, ensuring the school's website is updated accordingly
- Required to interpret complex documentation, to identify any necessary action (e.g. Acts of Parliament etc)
- Responsible for managing any subsequent investigation required as a result of AssessNet incidents.
- Ensure statutory and non-statutory returns are completed accurately and on time, supporting in their preparation as necessary e.g. returns to the LA; DfE.

Resource Management

- Undertake departmental project management work as required (e.g. new MIS systems)

- Be responsible for the development of new departmental administration procedures/systems
- Book supply staff when required

Generic duties and responsibilities

In addition, the post is subject to:

- School policies, procedures and guidelines.
- Local authority policies.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) The nature of the work may involve the postholder carrying out work outside of normal working hours
- (c) Expenses will be paid in accordance with the Local Conditions of Service.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



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PERSON SPECIFICATION

School: Thorpe Acre Junior School

Job Title: Office Manager

Grade: 9

Qualifications

- NVQ3 in Business Administration or equivalent qualification (CIPD Level 3 desirable), or relevant experience
- Good standard of general education with a minimum of GCSEs (or equivalent) in English and maths

Experience

- Working in HR, compliance and/or administrative role at senior level
- HR recruitment and onboarding processes
- Organising, leading, managing and motivating staff
- Developing, managing and operating clerical, administrative and organisational systems
- Managing confidential information and sensitive records
- Working with children or young people in a school or educational setting
- Analysing and evaluating data
- GDPR/data protection / H&S compliance

Knowledge

- Good understanding of safeguarding, child protection and health and safety procedures and legislation
- Good understanding of data protection and confidentiality, GDPR/data protection, employment law and safer recruitment practices
- Familiarity with single central record management and DBS checking processes

Skills/Attributes

- Excellent attention to detail
- Excellent literacy and numeracy skills
- Competent use of IT packages, including word processing, spreadsheets and school MIS systems i.e. SIMS
- Ability to organise and prioritise
- Ability and willingness to undertake professional development
- Good interpersonal skills
- Empathy with children and young people
- Ability to work effectively as part of a team and independently
- Ability to communicate effectively
- Excellent organisational skills
- Ability to motivate, manage and inspire pupils and staff to strive for excellence.
- Ability to use office equipment effectively

Personal Qualities

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils

- Trustworthy and commitment to acting with integrity, discretion, honesty, loyalty and fairness, to safeguard the pupils, staff, parents/carers and reputation of the school
- Be proactive, flexible and have the ability to work under pressure, and prioritise prioritising effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Demonstrates flexibility and adapts positively to change
- Deal with difficult situations effectively

General Circumstances

- An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.

Factors not already covered

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010

Signed :

Dated :