



**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Office Manager Level 1
<b>ACADEMY:</b>	Initially deployed to Village Primary Academy
<b>GRADE:</b>	Grade F, Points 15-20 (£27,803 - £30,296) pro rata
<b>RESPONSIBLE TO:</b>	Business, Compliance and Administration Manager

**JOB PURPOSE:**

To have overall responsibility for the effective and efficient delivery of administration and transactional HR, health & safety functions across the hub, including supervision, training and development of administrative staff.

To ensure processes and procedures are consistently applied across multiple academies which support and enhance the efficient and effective delivery of administration functions, whilst complying with audit & statutory requirements.

**KEY TASK – Academy Administration**

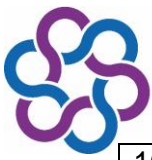
1.	To manage the administrative function in the Academy for which you are deployed to
2.	To be responsible for the implementation, management and evaluation of appropriate management information systems, ensuring systems are being continually made more effective and efficient. To act as system manager for the administrative computers.
3.	To manage the maintenance of pupils' records including, when appropriate, statutory assessment processes.
4.	To act as correspondent for the Department for Education and to be responsible for the records and returns required.
5.	To be responsible for ensuring all statutory requirements are met in the administration of the school, plus obtaining the necessary licences and permissions and ensuring their relevance and timeliness
6.	To comply with and assist with the development of safeguarding policies & procedures.
7.	Provide administrative and organisational support to the trust and the academy.

**KEY TASKS – Human Resource Management**

8.	To provide leadership and guidance for all staff as appropriate, including direct line management for all non-curriculum support staff including recruitment, induction, performance management and training and development.
9.	Ensuring Personnel Records are accurate, maintained and compliant within the academy both on HCSS People and manual where appropriate including new starters, leavers etc.

Chief Executive: Mr Antony Hughes

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10.	Accurately update & maintain the individual academy Single Central Record.
11.	To arrange supply staff, including appropriate vetting procedures and ensure the accuracy of timesheets.
12.	Be responsible for the monitoring of payroll services for all school staff, including the processing of timesheets, posting of payroll into the accounting system and processing recharges.
13.	Maintain sickness records and manage the sickness monitoring procedures in line with the policy including back to work interviews, liaising where appropriate with the Trust HR Team.
14.	To facilitate the organisation of staff development.
<b>KEY TASKS – Health &amp; Safety/Compliance</b>	
15.	To act as the school's Health and Safety Co-ordinator and Fire Officer, including conducting risk assessment and taking action to mitigate identified hazards.
16.	Ensure compliance with GDPR for activities undertaken within the role, ensure other staff also conform with this requirement
17.	To be responsible for transactional processes aligned to Health & Safety e.g maintenance of records.
18.	To ensure accurate monitoring, reporting and analysis of accidents.
19.	To co-ordinate & be responsible for ensuring risk assessments are in place across the academy.
20.	To ensure actions from H&S audits are monitored and delivered, and produce appropriate documentation and evidence to support this.
21.	To carry out regular and agreed site walks to monitor H&S across the academy facility, and to produce and monitor associated actions.
22.	To ensure policy and procedures relating to H&S are adhered to at all times.
<b>KEY TASKS – Additional Duties</b>	
23.	Develop close working relationships with Academy Leadership Teams and staff, to respond to queries and requirements.
24.	To support the co-ordination and administration of professional development of the workforce.
25.	To maintain confidentiality and observe the General Data Protection Regulations (GDPR) at all times.



**STANDARD DUTIES**

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to human resources, customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

**SPECIAL CONDITIONS:**

Enhanced DBS Disclosure is required



**PERSON SPECIFICATION**

**Job Title:** Office Manager Level 1

<b>Experience, Training and Qualifications</b>	<b>Essential/Desirable</b>
NVQ Level 4 in Business Administration or equivalent or willingness to work towards	E
Literacy & Numeracy skills equivalent to Level 3 of the National Qualification & Credit Framework	E
First aid certificate or willingness to achieve	E
Excellent IT skills with a good working knowledge of Microsoft Office	E
Experience of undertaking a wide range of office based administration and clerical tasks, including taking accurate minutes at meetings	E
Experience of producing management and statistical information clearly in a way that can be understood by others	E
Experience of instructing others, delegating tasks and checking the work of others for completion to deadlines and required quality standards	E
Experience of team-working to work effectively with others and meet deadlines and goals	E
Experience in contributing to evaluating and developing electronic and paper based systems to create more efficient practices	E
<b>Knowledge, Skills and Abilities</b>	
Knowledge of key areas of legislation affecting personnel, estate management and health and safety	E
Ability to produce management and statistical information clearly in a way that can be understood by others	E
Excellent communication skills both verbally and written	E
High levels of accuracy with strong attention to detail	E



# THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

Proactive in your approach to improving processes and introducing efficient and effective systems.	E
Excellent organisational skills with the ability to work at pace, multi task and prioritise	E
Understanding of why safeguarding is important in a school environment	E
Understanding of equal opportunities and inclusion in a school setting and how it applies	E
Commitment & understanding of General Data Protection Regulations and how they would apply in the organisation and within the role	E
<b>Personal Qualities</b>	
Able to work flexibly as the workload demands	E
Committed to continuing personal professional development	E
Personal commitment to ensure services are equally accessible and appropriate to diverse needs	E
Able to maintain issues of confidentiality within the working environment	E
Willing to travel to locations and sites within the Trust's portfolio of academies	E
Willing to consent to apply for an enhanced DBS with barred list check.	E

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview**