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| **Profile Title and Grade** | **Job ID** |
| Office Manager Band 9 | SCHOOLADMIN9 |
| **Purpose of the role** | |
| Assist in the management and provision of administrative support and assist in working towards the objectives of the school.  The main duties of the role will include:  • Supervise the work of an administration team as an ongoing responsibility with regard to the day- to-day organisation and provision of administration support.  • Develop and maintain a detailed knowledge of all the relevant administration policies and procedures in school.  • Providing technical advice in relation to the school office functions and procedures.  • Undertake project work in relation to the administration function.  • Undertake Research and Information gathering.  • Support all forms of communication in and out of school.  • Undertake marketing and promotional activities.  • Develop administration procedures for the team to follow.  • Lead on the planning, development, design, organisation and monitoring of support systems for the administration team.  • Support the Finance and HR Functions of the school.  • Ensuring appropriate Safeguarding arrangements are in place.  This will include undertaking specialist and supervisory duties that are referred to below. | |
| **Responsibilities** | |
| To provide administrative support to the school. The Post Holder will:  • Supervise the work of an administration team as an ongoing responsibility with regard to the day- to-day organisation and provision of administration support. (n.b. this would not be expected to include the responsibility for formal disciplinary activity).  • Develop and maintain a detailed knowledge of all the relevant administration policies and procedures in School and be able to advise junior colleagues with regard to the same.  • Providing technical advice in relation to the school office functions and procedures.  • Act as the source of expertise within the team with regard to non-routine queries.  • To undertake project work in relation to the administration function.  • Develop administration procedures for the team to follow.  • When required, deliver training to the immediate team as required with regard to the administrative function using a range of methodologies.  • Maintain records, organise and take notes, where required at formal meetings.  • Ensure that office equipment, stationery and other School Office consumables (including basic maintenance) are ordered in accordance with the school’s purchasing procedures, including liaising with external suppliers and providers.  • Undertake accurate data-inputting, word processing and complex IT based tasks, and the manipulation and presentation of data/information.  • Lead on the planning, development, design, organisation and monitoring of support systems for the administration team.  • Develop and maintain a detailed knowledge of pertinent legislation with respect to the administration function.  • Mentor, monitor and support administrative staff.  • Responding to and answering more complicated non-routine queries from parents/carers/the public and School Staff through being able to offer tailored guidance drawing on an understanding of local procedures and protocols, internal policies and external regulations/legislation relating to the queries received.  • Provide analysis and evaluation of data/information and produce reports/information in a range of formats using judgement to select the most appropriate means of presentation.  • Provide and/or arrange cover for the team as and when required.  • Undertaking financial and HR processes, in accordance with the Trust/School’s financial regulations.  • Regularly demonstrate to junior colleagues, the efficient use of specific ICT software packages e.g. word processing packages, databases, spreadsheets, specialist and bespoke software.  • Where required be the “System Administrator” for any specialist and bespoke software.  • Develop small scale administration systems using Microsoft Office packages for other colleagues/Wider Schools to use.  • Undertake the administration activities associated with project management e.g. undertake research and obtain information to inform decision making by senior colleagues.  • To be responsible for the accurate completion and submission of complex monitoring forms, returns etc. including those to external bodies.  • Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits  • Assist with promotion and marketing activities  • Contribute to project teams whose remit includes looking at significant organisational change such as the research, identification and implementation of large IT systems  • To be responsible for the monitoring of service contracts  • To contribute to developing School procedure and practice to improve service delivery, which ensure compliance with legislation and/or national standards  • Ensuring appropriate risk management arrangements for the service are in place  • To undertake cross organisational team working  • To assist senior colleagues in devising the annual work program for the team, implementing and reviewing it.  • Assisting senior colleagues with finding ways of integrating services within the school to achieve efficiencies and improve quality of service delivery.  • To be responsible for briefing the Headteacher and Leadership Team and refer issues to them as appropriate. | |
| **Indicative Knowledge, Skills, Experience** | |
| • Knowledge and experience of relevant administrative systems and specialist ICT packages.  • Working at national occupational standards (NOS) in business and administration and knowledge / skills equivalent to current national qualifications Level 4.  • Knowledge of school policies and procedures. | |
| **School Ethos** | |
| • Be aware of and support difference and ensure equal opportunities for all.  • Contribute to the overall ethos/work/aims of the school.  • Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.  • Share expertise and skills with others.  • Participate in training and other learning activities and performance development as required.  • Recognise own strengths and areas of expertise and use these to advise and support others.  • Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.  • Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.  • Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils. | |

**Developments**

The work of the Trust changes and develops continuously which in turn requires post holders to adapt and adjust. The functions/responsibilities above should not therefore be regarded as permanent but may change as appropriate to the grading of the post. Any major changes will involve discussion and consultation which the post holder and where necessary, with a trade union representative.

**AD ASTRA TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT. THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES INCLUDING AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK.**

**July 2024**