

Job Description

Post:	Office Manager
Pay Scale:	Grade 8 SCP 30 - 36
Responsible to:	Headteacher
Main Location:	School based

Main Duties

- To line manage the Cover Supervisor and all internal cover staff including teachers.
- To line manage curriculum support for timetable, exams and data as required.
- To be responsible for the management of the whole school administrative function including Headteachers PA and HR administration.
- To line manage Student Services and pastoral administration.
- To be responsible for Hospitality and line manage reception staff.
- To work as a member of the Senior Support Staff Team in offering guidance and support, delivering training where appropriate and being involved in research projects.
- To liaise with SLT and middle leaders to ensure all staff meet deadlines enabling statutory requirements for reporting to be met.
- To be responsible for the management of the whole school administrative function.
- To design and maintain administrative systems that deliver outcomes based on the school's aims and objectives.
- To define responsibilities, information and support for staff and other stakeholders.
- To establish and use effective methods to review and improve administrative systems.
- To benchmark systems and information to assess trends and make appropriate recommendations.
- To prepare information for publications and returns for the Department for Education, other agencies and stakeholders within statutory guidelines, including the School Workforce Census and Single Central Record.
- To be responsible for the preparation and production of all school records and publications, producing detailed reports and analysis of data.
- To act as a bridge to facilitate closer working relationships between teaching and support staff.
- To provide advice to the Headteacher and/or Governing Body in respect of administrative issues.
- To manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
- To plan and develop administrative systems and processes to support the efficient running of the school and make best possible use of resources including admissions and attendance, finance and budgets, HR documentation.
- To be responsible for the systems and general management of the schools. administrative and financial computer network, the implementation of appropriate Management Information Systems.
- To be committed to safeguarding and promoting the welfare of children and young people.

Staff Development

- Line Manage and Appraise support staff.
- Provide CPD as required for support staff where identified.
- Inducting new support staff.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Essential	A/C
Business / Management orientated degree or professional qualification i.e. Level 4 Diploma in School Business Management	Desirable	A/C
Further qualification or training in Business Administration or Communications	Desirable	A/C
Current First Aid Certificate (or will be required to undertake on commencement)	Essential	A/C
Knowledge & Experience		
Demonstrated expertise in leading and overseeing staff, capable of effectively prioritising, planning and organising daily tasks for both individual roles and the broader team	Essential	A/I
Knowledge of providing a wide range of PA support, preferably in a school environment.	Essential	A/I
Current knowledge and experience of using Excel, Word and Google at intermediate level or above.	Essential	A/I
Knowledge of HR and financial processes, systems and administration	Desirable	A/I
Experience of producing meeting minutes and documents of high quality.	Essential	A/I
Experience of working with confidential and sensitive information.	Essential	A/I
Experience of working effectively under pressure and prioritising.	Essential	A/I
Ability to keep abreast of changes to relevant education legislation and adhere to policies and procedures and codes of practice such as GDPR.	Essential	A/I
Experience coordinating school events and communications	Essential	A/I
Technical Skills & Ability		

Exceptional attention to detail and excellent IT skills.	Essential	A/I
Ability to process documentation (e.g. letters, mail merge, minutes, spreadsheets) using word and excel.	Essential	A/I
Ability to use the school's databases (e.g. iTrent, Arbor, etc. for i.e. data input/retrieval) and ability to create charts and reports using data.	Essential	A/I
Understanding of school admissions and attendance procedures	Desirable	A/I
Special working conditions		
Willingness and flexibility to attend occasional meetings outside of normal working hours to support school events	Essential	A/I
Personal characteristics		
Ability to demonstrate effective interpersonal skills face-to-face and excellent telephone manner.	Essential	A/I/R
Ability to communicate clearly and concisely, orally and in writing with a wide range of people.	Essential	A/I/R
Ability to liaise effectively with external agencies/organisations.	Essential	A/I/R
Ability to prioritise own workload and work to challenging timelines/work independently demonstrating strong organisational skills.	Essential	A/I/R
Ability to demonstrate a flexible attitude and approach to tasks.	Essential	A/I
Commitment to safeguarding and promoting the welfare of children and young people.	Essential	A/I
Ability to form and maintain appropriate relationships and personal boundaries with children and parents.	Essential	A/I/R
Ability to form and maintain good professional relationships with families, staff and other professionals.	Essential	A/I/R
Emotional resilience when working with challenging behaviours and attitudes to use of authority and maintaining discipline.	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R

