

Job No.	Post Title	Grade	JE Pts	Date
PV21-27	Office Manager	Grade 8	252 Hay	Sept 2021

Statement of Purpose

To organise and deliver effective administrative systems within the school ensuring the Trust ethos, processes and systems are implemented and developed collaboratively. This position will support the headteacher with administrative and operational functions associated with school life. To be a member of the Leadership Team of the School.

Support to Pupils, Parents and the Community

- Deal with complex reception/visitor etc. matters.
- Organise school trips/events etc.
- Manage uniform/snack/other 'shops' within the school.
- Provide advice and guidance to staff, pupils and others.
- Assist with management of school pupil admissions and appeals

Support to Other Staff

- Provide administrative and organisational support to the Headteacher.
- Provide personal, administrative and organisational support to other staff

Line Management

- Line management responsibility for support staff.
- Liaise between managers/ teaching staff and support staff.
- Hold regular team meetings with support staff.
- Undertake appraisal/training/mentoring of other staff.

Support to HR Management

- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Supervise, train and develop staff as appropriate.
- Manage the administration and support of confidential medical inspections and reports.
- Support with the recruitment process.

Confidential Administration

- Undertake arrangements for staff appointments, including producing booklets to send out to stakeholders
- In conjunction with the Trust, maintain the Single Central Record in line with Ofsted safeguarding requirements
- Carry out Return to Work interviews

- Undertake other confidential administration, e.g. Performance Management
- Completion of reports and returns relating to staff.
- Sort and distribute mail for the Headteacher.
- To make telephone calls for the Headteacher, as requested, and take telephone messages in their absence.

Support for the Senior Leadership Team

- Maintain a relevant filing system.
- To maintain a record sheet of leadership group weekly activities.
- To attend staff meetings take notes, prepare and distribute these and place a copy on the staffroom notice board.
- Undertake confidential and general typing, word-processing for the Headteacher and other members of the leadership team e.g. staff references and appraisal forms.
- Undertake IT-based tasks which may include:
 - Receiving e-mails on behalf of the Headteacher/senior leadership team and filter for junk mail.
 - Use the School Development Plan (SDP) software to input all information relating to targets for staff. Update as required and produce in booklet form for the leadership group and each faculty.
 - Manage the publication of the school's regular newsletter to parents.
- Maintaining diaries including an electronic diary system.

Support Financial Management

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Undertake general financial responsibilities including receipt and recording of monies.
- Ensure the Asset Register for the school is maintained.

Support Organisational Management

- Take a lead role on the development of office systems and processes.
- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word-processing and complex IT based tasks.
- Operate relevant equipment/complex ICT packages.
- Undertake research and obtain information to inform decisions.
- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the school.
- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc., including those to outside agencies
- Operate relevant equipment/ complex ICT packages.
- Provide personal administrative and organisation support to other staff.

Support Facilities Management

- To effectively and efficiently assist with the management of the School site
- To act as a Fire Marshall and assist with the administration management of fire drills

- Manage administration of facilities including use of school premises, lettings and Joint Use arrangements.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

**Person Specification
Office Manager
Level 3+**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Experience of development management and operation of administrative systems. • Management experience. • Budget management experience in addition to management of financial systems. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 3 Business and Administration, or equivalent qualification or experience in relevant discipline. 	I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Very good numeracy/literacy skills. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Very good ICT skills. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to relate well to children and to adults. • Excellent communication skills. • Good organisation skills. • Ability to prioritise effectively. 	AF/I

<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Builds personal relationships with stakeholders, through regular contact and consultation. • Coaches and empowers team members to take responsibility for ensuring customer care. • Understands the schools development plan and how it relates to team and individual objectives. • Accepts, supports and quickly implements change. • Identifies and promotes best practice and encourage the sharing of ideas. • Proactively seek opportunities to increase job knowledge and understanding. • Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. • Works with others to resolve differences of opinion and resolve conflict. • Requires minimum supervision. • Takes responsibility for own and team actions. • Identifies and overcomes barriers and manage risks. • Takes quick and effective action. • Demonstrates focused implementation of role and responsibilities. • Builds strong team ethos where everyone feels valued. • Provides timely, sensitive and honest feedback on performance. • Is accountable for own development and encourages the ownership of development needs amongst team members. 	AF/I
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AF - Application form I - Interview

Safeguarding and promoting the welfare of children is everyone's responsibility. Staff are required to follow the statutory guidance from the Department for Education. Staff are required to read:

- Part 1 and Annexe A of 'Keeping children safe in education September'
- School safeguarding policies
- The code of conduct

Staff must know the identity and understand the role of the designated safeguarding leads. In addition, in order for staff to understand and discharge their role and responsibilities as set out in 'Part one' of the guidance, staff are required to identify any additional training needs and read safeguarding bulletins they receive through the year.

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***