

Job Description- Office Manager

Post Title	Office Manager
Salary Grade	N6
Job Evaluation Code	A5263
Reporting To	Academies' Business Support Officer
Line Management of	Academy Admin Assistants
Location	Designated Academy. Please note that staff may be rotated to other academies within the Trust to gain skills and experience and to ensure that Trust academies have access to this knowledge bank as and when required

Job Purpose (including main duties and responsibilities)

- To provide a high quality, efficient and effective administration service within specified academy. Providing advice and support to the Trust Operations Manager. To work as part of the administrative team, support the academy in attaining its aims and objectives, by providing and ensuring administrative support to the leadership team. To act as the Exams Assistant for the academy
- The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Lead Administrator:

- Ensure timely and effective secretarial and administrative support to the Head Teacher/Head of School (and other members of the leadership team) in accordance with best practice.
- Ensure the effective operation of the Head Teacher's/Head of School's personal office to ensure the efficient discharge of functions to governors, teachers and parents including hospitality arrangements and management of their diary.
- Assist the academy by maintaining good relationships with staff, parents, governors, contractors' representatives and external agencies in order to promote the objectives of the academy.
- Generate correspondence and reports of a routine nature. Completion of forms and returns required by Department of Education and other external agencies.
- Organise, co-ordinate and manage event organisation and hospitality for functions throughout the year.
- Be responsible for ensuring that all general word processing – letters, forms and booklets including handbooks, induction packs, newsletters, School Development Plan, school policies etc are completed efficiently and to ensure that the information contained within them and on the school's website is kept up to date.
- Management of pupil assessment data systems – ensuring accurate and timely input and transfer where appropriate.
- Be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the Head Teacher's/Head of School's work including management of diary, correspondence, records, databases for whole school events, exclusions and personnel work.
- Take and distribute minutes of Senior Leadership Team and staff meetings as required. On occasion these meetings can be confidential and deal with sensitive issues. Managing action points with team members.

December 2024

- Liaise with Trust HR Officer regarding staff recruitment and all employee related matters – providing timely information to ensure staff records are kept up to date.
- Organise supply bookings as needed and ensure good relations are built with agencies, maintain records and work with Trust Operations Manager to negotiate prices and ensure a good deal is sought when cover is needed in school.
- Maintain academy sickness absence records and note any trends or patterns.
- Provide timely and effective secretarial and administrative support to the Governors as required.
- Develop and maintain good practice in relation to the provision of an efficient and effective service within reception area(s) and other administration offices.
- Line manager for administrative staff, encouraging their personal and professional development, appraisal, keeping them informed of developments within the academy and trust that may reflect upon their working situation.
- Being responsible for keeping the Trust Operations Manager informed of needs and concerns relevant to the work of the administrative staff.
- Overseeing the general office workload including support to senior leadership team members.
- Budget holder for and oversight of admin office supplies.
- Work with the Trust Operations Manager to prepare a trust administrative calendar.
- To work with the Trust HR Officer to maintain an accurate Single Central Record.
- To manage the administrative function including the admin and ICT facilities, academy reception, reprographics, records and telephones etc
- Receive and deal appropriately with all incoming electronic communications into the academy email account. Use judgement to re-direct them or manage them on behalf of the Head Teacher/Head of School.
- To manage, collate and analyse school surveys and returns, identifying trends and possible actions.
- To complete statutory returns e.g. census, staff workforce census
- Be responsible for the general security in the school office
- To be day to day contact for health and safety issues and repairs and maintenance issues. To liaise with site managers and Trust Operations Manager on site issues.
- To manage the academy's minibus(es) with regard to servicing, repairs and maintenance etc and to work with Trust Operations Manager with regards to approved drivers for the academy and maintenance of records.

Exams Assistant:

- Under the guidance of the Trust Exams Officer, manage the administration of both public and internal examinations systems and to supervise the conduct of examinations in accordance with the regulations issued by the Joint Council for Qualifications (JCQ)
- Access and maintain exam board information on line.
- During the exam periods, ensure the set-up of exam rooms and their continued maintenance
- To ensure the safe receipt and safe storage of examination papers and despatch of completed scripts and coursework.
- To conduct the Centre Inspection, complying with the criteria of the examination's arrangements for general, vocational exams and assessments (with guidance and support from Trust Exams Officer).
- Abide by rules and regulations as set by the Joint Council for Qualifications.
- To assist with the publication of examination results to students and others as relevant and to be available on results day (during summer holiday period).
- Assist staff with exam queries and specifications, and refer to Exams Officer where necessary.
- Manage the stationery requirements of the examination function.
- Assist with the preparation of the examination timetable throughout the year as necessary.

December 2024

- **Support for the Trust:**

- Be aware of and support students with varying needs and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils/students.
- Promote the academy/trust equal opportunities policies in all aspects of employment and service delivery.
- Assist in maintaining a health, safe and secure environment and to act in accordance with the academy's policies and procedures
- Other duties commensurate with the grade of the post as required by the PLT Chief Executive Officer or Head Teachers/Heads of Schools.

December 2024



Person Specification – Office Manager

Method of Candidate Assessment:

A = Application
I = Interview
T= Task
R = Reference

Essential	Desirable	Assessment
Qualifications and training		
GCSE 'O' Level or equivalent in English and Maths	CSBM, DSBM or similar level qualification	A
Knowledge and Experience		
Experience of working in Office Manager role which involved line management of staff.	Administrative experience gained whilst working in a multi-academy trust/schools or educational setting	A/I/T/R
An understanding and knowledge of the key principles of administration.		A/I/T/R
Experience of working with Microsoft packages including word, excel and power point		A/I/T/R
Experience of delivering high quality customer service		A/I/T/R
Key Skills and Criteria		
Good organisational skills		A/I/T
Ability to prioritise workload effectively to meet deadlines		A/I/T
Excellent communication and inter-personal skills		A/I/T
Ability to communicate effectively with all stakeholders		A/I/T
Excellent problem solving skills		A/I/T
Well-developed IT skills, including the ability to take minutes		A/I/T
Ability to use initiative and judgement and work autonomously		A/I/T
Ability to maintain confidentiality		A/I/T
Proven tact and diplomacy skills		A/I/T

December 2024



Personal Attributes	Desirable	Assessment
A supportive and co-operative team member with a flexible approach	Ability to work outside normal trust hours if the need arises	I/R
Highly motivated showing resilience and reliability		I/R
A positive attitude and commitment to equality		I/R
Ability to manage own time well to meet competing demands		I/R
Ability to travel to trust academy locations as required		I/R
Safeguarding		
Commitment to the protection and safeguarding of children and young people	Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting	I
Equal Opportunities		
Should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the trust.		I

December 2024