

Job Title: Office Manager

Grade: 3

Hours of work: 37.00 hours per week

Responsible to: Headteacher

Job Purpose: Under the guidance and direction of the Headteacher or member of the Senior Management Team, organise and deliver effective administrative systems.

Key Responsibilities:

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.
- Dealing with children taken ill during the day.
- Dealing with School Admissions
- Pupil Data Management –
- Monitor and book staff training as required

Support to Other Staff

- Provide personal, administrative and organisational support to other staff, to include SEN, Exams and Staff Absence administration
- Provide administrative and organisational support to the Governing Body
- Supply Cover

Line Management

- May involve line management responsibility of members of support staff (may include admin, clerical and reprographics staff).
- Liaise between managers/ teaching staff and support staff.
- Hold regular team meetings with support staff.
- Undertake recruitment/induction/ appraisal/training/mentoring of other staff.

Support HR Management

- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Hold key responsibility for the Single Central Record within School and ensure this is kept up to date accurately at all time. Liaise with The HR Operations Team regarding any SCR queries and to ensure all information is obtained for new starters and raise any queries regarding the SCR.
- Be the key point of contact with the Central HR/Finance Teams, liaising with the Headteacher to ensure all payroll proformas are submitted to HR Operations in accordance with payroll deadlines.
- Submit weekly absence returns to HR Operations Team on a weekly basis
- Supervise, train and develop staff as appropriate

- Point of Contract in respect of GDPR.

Support Financial Management

- Management of Nursery Funding
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Undertake complex financial administration procedures.
- Assist with the planning, monitoring and evaluation of budget.
- Contribute to the planning, prioritisation and budget allocation within the financial budget for the school.
- Undertake the administration of Payroll systems.
- Manage expenditure within an agreed budget.
- Undertake general financial responsibilities including processing invoices, processing and Distributing orders, receipt and recording of monies.

Support Organisational Management

- Contribute to 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.
- Assist in the management of the administration of facilities including use of school premises.
- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc., including annual census returns.
- Manage manual and computerised record/ information systems.
- Assist in the management of the administration and support of confidential medical inspections and reports.

Additional conditions:

- All staff have a responsibility to ensure tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism.
- To attend appropriate staff meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such duties as may be required from time to time, commensurate to the appropriate grade of the post. The post is likely to develop over time and specific tasks may be added or removed, therefore, flexibility is paramount.
- The duties of the post could vary from time to time because of new legislation, changes in technology or policy; appropriate training may be given to enable the post holder to undertake new or varied work.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice will be required.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the ATLP Disciplinary Policy
- To take responsibility for becoming familiar with academy policies and abide by them.
- This Job Description will be subject to review in the light of the new opportunities and strengths that may be brought to the ATLP.

**Person Specification
Office Manager - Grade 6**

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"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	<p>AF/I</p>
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AF - Application form | - Interview

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.***