



Job Title: Office Manager Job Description

Grade: 9

Post Number:

Responsible To: *(Line Manager job title required)*

Key Relationships/  
Liaison with:

The Office Manager reports directly to the Head teacher but has a significant relationship with the Director of Operations. They have responsibility for day to day office management and have specific HR and finance responsibilities set out within the Trust Service Level Agreements for HR and Finance.

Job Purpose:

They have line management responsibility for the Premises Officer and any admin assistants that work from the school office. They support teaching staff in meeting the academic, pastoral and other needs of pupils by improving the quality of teaching and learning, thereby enabling all pupils to meet their full potential. They do this by providing comprehensive, efficient and effective administrative support service for all school users

Occupational Standards: Business and Administration Level 4  
School Business Manager Professional Standards Tier 1

#### MAIN DUTIES AND RESPONSIBILITIES:

1. To lead in the development and implementation of an effective administrative, clerical support service and financial procedures within the School, to ensure that all procedures are carried out accurately, effectively and efficiently, and where relevant provide maximum support for and minimum involvement of teaching staff.
2. To communicate effectively, professionally and in a friendly manner with staff, suppliers, pupils and parents. To be an ambassador for the Trust in dealing with external persons, developing effective lines of communication with all school users and to be a respected member of the school team by all staff.
3. To ensure that all statutory returns are completed, including School Census and School Workforce Census and submitted to the appropriate body in designated timeframes and that they comply with the appropriate Government Department standards.
4. To assist the SLT in the management of H&S procedures in line with trust policies to ensure compliance with all legal and Health & Safety requirements within the school's facilities. This would include a swimming pool if applicable.
5. Line Management of premises officer – ensuring efficient use and maintenance of the school site and buildings.
6. To assist the Head teacher/FD/GFO in preparing the school annual budget using trust budget planning tools for approval by Remuneration Committee and to work within the parameters of the Finance SLA to ensure that the school finances and budgets are accurate and up to date.
7. To administer, on a day to day basis, the delegated budgets to enable the SLT to be aware of the schools current financial position and the extent to which development and other planning is 'on target', highlighting concerns as appropriate.
8. To line manage the administrative staff and be responsible for overseeing and allocating work accordingly.
9. To be the HR contact and working within the parameters of the HR SLA; support a full range of personnel duties within the school, including specific payroll procedures, maintenance of sickness returns, absence reporting, completion of staff absence claims, statistical returns and

recruitment administration, to ensure that staffing issues are dealt with to deadlines and in accordance with conditions of service, personnel policies and procedures.

10. To be the local data protection representative and ensure the school maintains GDPR compliance.
11. To effectively manage school lettings, in accordance with school policies and procedures.
12. To work in schools across the trust from time to time by mutual agreement.

#### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10<sup>th</sup> September 2012. Therefore **a DBS enhanced check is an essential requirement.**
- (e) Occasional travel between Discovery locations may be required. A valid driving license and appropriate business insurance are necessary, and you will need to provide evidence of these documents.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Discovery is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**



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	Essential	Desirable	How assessed
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Level 2 qualifications in maths/numeracy and English/literacy.</li> <li>Level 3 qualification in business and administration with post-qualification experience, or evidence of equivalent experience.</li> <li>Certificate in School Business Management</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of working in a busy office environment, carrying out a range of administrative and financial tasks</li> <li>Experience of carrying out financial procedures accurately, including invoice processing, bank and payroll reconciliation and VAT claims.</li> <li>Experience of budget preparation, budget monitoring and reporting.</li> <li>Experience of working in a school office.</li> <li>Some supervisory experience.</li> <li>Experience using Scholarpack and Orovia</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>App/Int</p> <p>App/Int/Test</p> <p>App/Int/Test</p> <p>App</p> <p>App/Int</p> <p>App</p>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act.</li> <li>Understanding of the context in which schools operate</li> <li>Awareness of the financial regulations that relate to schools/academies.</li> <li>An understanding of health and safety issues relevant to the post.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>

	Essential	Desirable	How assessed
<ul style="list-style-type: none"> <li>Awareness of basic HR procedures.</li> </ul>	✓		App/Int/Test
<b>Skills/Attributes</b> <ul style="list-style-type: none"> <li>Ability to work accurately under pressure, managing your own workload in order to meet deadlines.</li> <li>Excellent ICT skills, along with the ability to make effective use of a range of ICT software in order to fulfil the requirements of the role.</li> <li>Ability to analyse data, including complex data, in order to make recommendations.</li> <li>Ability to deal with complex/challenging problems, and take appropriate action.</li> <li>Excellent written and oral communication skills</li> <li>Excellent interpersonal skills with the ability to relate well to children and adults.</li> <li>Able to operate effectively with minimum supervision.</li> <li>Able to support/direct the work of junior staff.</li> <li>Able to review practice and procedure, identify improvements and implement these effectively</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>App/Int/Test /Ref</li> <li>App/Int/Test</li> <li>App/Test</li> <li>Int/Test</li> <li>App/Int/Test</li> <li>Int</li> <li>App/Int/Ref</li> <li>App/Int</li> <li>App/Int/Test /Pres</li> </ul>
<b>General Circumstances</b> <ul style="list-style-type: none"> <li>Evidence of regular attendance at work</li> <li>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this in day-to-day situations.</li> <li>Willingness to undertake training.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>Ref</li> <li>App/Int</li> <li>App/Int</li> </ul>
<b>Factors not already covered</b> <ul style="list-style-type: none"> <li>Must be able to perform all duties and tasks, with reasonable adjustment where appropriate, in accordance with the provisions of the Equality Act 2010</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>		App/Int/Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)