



HEARTS ACADEMY TRUST



OFFICE LEAD JOB DESCRIPTION

HEARTS VALUES

Redefining Possibilities

Our HEARTS values form the foundation of our culture of care, inclusion, mutual respect, and service to our communities which empowers all to flourish and make a difference.



HAPPINESS

We promote **happiness** and good mental health & wellbeing by building relationships that have a strong, shared sense of purpose, where all are valued and belong. Our curriculum is rich in opportunities and experiences that ignite a love of learning.



EQUITY

We are engines of social justice: we ensure everyone is treated with **equity** and help those who need it, overcoming barriers and battling against unfairness.



ACHIEVEMENT

We facilitate and celebrate **achievement** within and beyond our schools, recognising the individuality of success, enabling all to fulfil their potential and prosper.



RESILIENCE

We develop **resilience** through hard work and cultivating courage in the face of adversity. We foster independence of thought, a willingness to take risks, persevere and learn from mistakes, taking responsibility over our decisions.



TRUTH

We model **truth**, integrity and authenticity: doing the *right* thing, because it is the right thing, even when it is difficult.



SPIRITUALITY

We promote **spirituality** through empathy, reflection and appreciating diverse backgrounds and cultures. We endeavour to live life in all its fullness through a deepening sense of awe and curiosity, expanding connections with the wider world around us.

OFFICE LEAD JOB DESCRIPTION

Qualifications & Experience

Detail	Examples
Job Title	Office Lead
Grade	Band 3 to mid
Reports to	School Business Manager / Head of School
Responsible for	
Liaison with	Pupils Parents Administrative Staff Teaching and support staff Catering and Caretaking Staff Headteacher Executive head Teacher Senior Leadership Team (SLT) Central Team including LAB and Trustees as required
Job Purpose	Lead the effective administration of the school office and support the strategic work of the School Business Manager
Principal Accountabilities	
Duties	<ul style="list-style-type: none">• Line Manage school administrators in liaison with School Business Manager, including overseeing the training and development of all admin staff and undertaking PMR reviews• Lead on attendance monitoring including liaison with Head of School, Learning Mentor & Safeguarding leads, parents, pupils and external agencies• Act as a point of contact for admin staff who open post and distribute emails• Assist pupils who are injured or unwell, administrating First Aid and medication where required. Maintain medical condition registers• Attend meetings, taking minutes where required• Update and maintain records in the management information system and National College online training platform (e.g., pupil records, attendance, staff training, accident reporting). Generating reports on request• Bromcom maintenance and line managing administrative staff in chasing debts, managing registers, etc.• Finance administration, e.g., updating records in the accounting system, collecting income, ordering and taking delivery of supplies, processing invoices etc.• Lead on new pupil admissions, including the annual intake of pupils and mid-year applications, preparing and updating pupil files as necessary• Liaising with kitchen staff to ensure food ordering is up-to-date, adequate, and helping to oversee external kitchen audits (i.e. Essex School Meals service)

	<ul style="list-style-type: none"> • Lead on fundraising and marketing for the school supporting strategic work of Head of School and School Business Manager • Assist with purchase orders being placed on Xero. Assisting in orders for resources and checking deliveries • Lead on collating information for the school's census • To liaise with volunteers, requesting help where needed, and ensuring all documents in place • GDPR Admin • Maintain office diary and calendar ensuring reminders are sent in a timely manner and all events in line with termly agendas • Check all monies for banking • Maintain Green and Yellow Folders • Maintain Asset Register • In coordination with the School Business Manager, ensure the Single Central Record (SCR) is up-to-date and compliant • Assist with day-to-day finance operations including stock ordering, scanning invoices into Xero, etc... as directed by the School Business Manager
General	<ul style="list-style-type: none"> • To attend relevant training and meetings as required • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager • To understand and apply school policies in relation to the health, safety, welfare and behaviour of pupils • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade

Name of employee:

Signature of employee:

Date: