

Job Description and Person Specification

Role	Office Manager
Grade and Range:	Grade 4, Points 8 to 14
Department:	Administration
Accountable to:	Head Teacher
Date last reviewed:	September 2022

Position Overview

In our pursuit for excellence in all that we do, as School Office Manager, you will provide provision of a comprehensive range of clerical, administrative and financial support to the school in accordance with agreed Trust policies and procedures, ensuring compliance with all relevant legislation; maintaining confidentiality and high professional standards at all times.

You will work as part of a school team and be supported by the Central Team to develop the administration service at the school to deliver high quality, administrative support to the school whilst ensuring that the children's education is first and foremost.

Main Duties

1. To perform a comprehensive range of high level complex administrative tasks including complex or sensitive reports and correspondence, monitoring and reconciling large budgets, producing complex financial reports and statements as required
2. To supervise administrative support colleagues including coordination of activity and monitoring outputs

3. To create, manage and manipulate information relating finance, student or staffing information or any other service requirement and this will include producing bespoke and complex reports
4. To undertake a range of financial management processes including processing orders, resolving issues, budget monitoring, reconciling accounts and handling cash
5. To develop systems and processes to meet operational needs and to ensure the high quality of information held
6. Take responsibility for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters
7. To provide secretarial support to a wide range of meetings including Senior Leadership Teams and Governors, service committees and support groups e.g. confidential typing, arranging diaries, preparing & circulating agendas and taking minutes to support effective management and decision making
8. To provide authoritative advice and guidance to colleagues, parents/carers and business contacts with regard to policies, processes and services provided including handling complex queries
9. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
10. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
11. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

General Duties

1. Be a positive influence on the climate and culture of the Flying High Partnership and be a positive example at all times.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your Line Manager.
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the School and Flying High Partnership by engaging as an active member of the School.
5. Attend and participate in relevant meetings as required.
6. Participate in training and other learning activities and performance development as required.
7. Recognise own strengths and areas of expertise and use these to advise and support others.
8. Be a flexible and supportive member of the team.
9. To perform any other task under the reasonable direction of your Line Manager which could include assisting in other areas.

Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
Qualifications		
A good standard of secondary education to GCSE level or equivalent	AF	
A good standard of literacy and numeracy	AF/AST	
Experience		
Working in or have worked in education	AF	

Carrying out a wide range complex administrative duties.	AF	
Working as part of a team	AF/I	
Experience of prioritising workload, time management and conflicting priorities	AF/I/AST	
Previous experience in a senior administrative role	AF	
Experience of handling sensitive information with a high level of professionalism and the highest levels of confidentiality	AF/I	
Supporting others through training and mentoring.		AF
Ability to suggest improvements to systems or processes		AF/I
Working with a variety of IT systems including word processing, spreadsheet and database operation.	AF	
Handling, processing and reconciling cash, cheques, invoices or equivalent.	AF	
Behaviours		
Excellent communicator	I	
Professional and approachable	I	
Ability to problem-solve as part of a team or working alone	I	
Confident at following through on tasks and resolving enquiries	I	
Proactive	I	
Positive attitude	I	
Demonstrates resilience	I	
Can work collaboratively with others and develop good working relationships	I	
Skills		
Excellent verbal communication skills	I	
Excellent written communication skills	AF/AST	
Excellent planning and organisation skills	I/AST	
Ability to prioritise and multi task whilst managing stakeholder expectations	I	
High degree of attention to detail	AST	
Good level of IT skills including Outlook and MS Office	AF/I	
Experience of using school IT systems e.g. SIMS		AF
Creating reports and spreadsheets and analysing data	AST	
Attributes		

Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves	I	
Committed to own continuing professional development		AF/I
Committed to putting children's education first	I	
Other		
Occasional work outside normal working hours - prior notice given		I
Commitment to get stuck in with Partnership and Trust wide activities		I
Ability to travel to other Trust sites		I
A commitment to abide by and promote the Trust's equal opportunities, health and safety and child protection policies	AF/I	