

<b>Job Title</b>	Office Manager
<b>Responsible to:</b>	Headteacher

## Responsibilities

### Administration

- To manage the administrative and/or finance function within a school.
- Produce, and respond to, correspondence.
- Responsible for the completion and submission of forms, returns including those to outside agencies.
- Monitor service contracts, school licences and insurance.
- Contribute to marketing and promotion of the school.
- Manage lettings and the use of premises for the use of outside organisations and local community.

### Resources

- May manage the school's financial processes and budgets

### Systems, Policies and Procedures

- Contribute to the development of administration policies.
- Planning, developing and maintaining the support systems and procedures.

### Team Involvement

- Line management responsibility for administrative staff

### Building Professional Relationships

- Provide support, advice and guidance on administrative issues to senior staff, governing body and others
- Communicates with staff, pupils, parents/carers, governors, suppliers and a range of other external contacts: responds to a range of difficult issues.
- Involved with contract negotiation, managements and motivation of other administrative staff.

### Record Keeping and Information Management

- Develop and maintain recording and information systems, including personnel staff.
- Undertake analysis and interpretation of data, and produce detailed reports and complex information
- Operates bespoke school information management systems

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### **Problem Solving and Decision Making**

- Makes decisions on issues where there is no clear process and job holder responds independently.
- Manages administrative support services.

### **Knowledge, Skills and Experience**

- Knowledge and experience of relevant administrative systems and specialist ICT packages.
- Working at or towards national occupational standards (NOS) in business and administration and knowledge / skills equivalent to current national qualifications Level 4.
- IT and keyboard skills

### **Physical Demands and Working Conditions**

- Normal physical effort with a mixture of sitting, walking and carrying minor loads.
- Work normally carried out in an office environment

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**The Diocese of Ely Multi-Academy Trust (DEMAT)**

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Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX

**Person Specification**

<b>Attributes</b>	<b>Essential (E) or Desirable (D)</b>
<b>Knowledge, Qualifications and Experience</b>	
A minimum qualification of GCSE Maths and English (or equivalent) grade C or above	E
Previous experience working in a senior administrative role	E
Previous experience overseeing office systems, processes, and day-to-day operations	E
Commitment to undertake professional training/development relevant to the post/seeking career progression	E
Working with General Data Protection Regulations	E
Previous experience managing suppliers, facilities or office budgets	D
Recognised qualification in administration or business	D
Previous experience of using Bromcom or other school-based management information systems	D
Previous experience working in a primary school	D
First Aid training	D
<b>Knowledge, Skills and Abilities</b>	
Excellent numeracy/literacy skills	E
Proficient in Microsoft Office: Word, Excel, Outlook	E
Knowledge of working with standard office equipment	E
Able to communicate with a variety of stakeholders (e.g. colleagues, parents, external agencies)	E
Ability to contribute effectively to support teamwork	E
Communicates in a clear and polite manner on the telephone or face to face	E
High level of written and oral communications	E
Strong organisational, personal time management and planning skills	E
Ability to ensure that policy and procedures are carried out correctly and effectively	E
Problem solving ability and initiative to work independently	E
Knowledge of Google platforms	D
<b>Personal Attributes</b>	
Professional, approachable and positive manner	E
Flexible and able to adapt to changing priorities	E
Strong customer service	E
High level of collaboration, cooperation and team working capabilities	E
High levels of adaptability and flexibility	E
Confident in managing records, data and confidential information	E
Strong attention to detail and accuracy	E
Commitment to safeguarding and promoting the welfare of children and young people	E

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