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|----------------------|--------------------------------------|------------------------|-----------------------------------------|
| <b>Job Title:</b>    | Office Manager                       | <b>Reports to:</b>     | Headteacher                             |
| <b>Location:</b>     | SAIL Academy                         | <b>Accountable to:</b> | Headteacher                             |
| <b>Salary/Grade:</b> | Wiltshire/Gloucestershire<br>Grade H | <b>Hours of Work:</b>  | 37 hours per week<br>42 weeks per annum |

## Principle Purpose of the Role

- To be responsible for the management and delivery of all office and administrative services for the school.

As well as the core responsibilities detailed above, other key areas of accountabilities and tasks include:

## Key Duties

### Decision Making

- The job involves working within recognised procedures but will require initiative. The work will involve responding independently to unexpected problems and situations.

## Accountabilities/experience

- Under the guidance of senior staff, to be responsible for undertaking administrative, financial and organisational processes within the school.
- To manage the school office and carry out all administration duties and financial monitoring for small amounts; be responsible for all admissions/new intake data.
- To comply with and assist with the planning and development of support services and school procedures and policies relating to child protection, health and safety, confidentiality and data protection.
- To manage, train and develop a small team of clerical staff as appropriate.
- To undertake administration of complex procedures, including the census and Free School Meals.
- Knowledge of Arbor (MIS system)
- To manage manual and computerised record/information systems.
- To support audit process and process overtime, absence and other school-based payroll functions.
- To attend meetings i.e. Senior Leadership Team and Local Governing Body
- Health and safety compliance

## Demands

- The post holder will be required to stand and walk as a part of their role; there are limited requirements for lifting and carrying (e.g. files, boxes, office items, stationery).
- There is considerable work-related pressure, caused primarily by interruptions and the need to reprioritise tasks due to conflicting demands.



## Working Conditions

- There is minimal exposure to disagreeable working conditions, e.g. background noise from pupils at certain times of the day.

## Generic Responsibilities

- To maintain ongoing Continuous Professional Development (CPD) activity and undertake any in-service training related to the post, including annual mandatory and role-specific training.
- To maintain regular contact and good working relationships with all staff throughout the Trust and external organisations.
- To maintain the security of the data held in the Trust systems in line with all relevant legislation, including the Data Protection Act 1998 and UK General Data Protection Regulations.
- To actively participate and attend team (and other) meetings as required for updates regarding Departmental procedures and action accordingly.
- To support the Trust's internal and external audit processes.
- To act as an exemplary role model of the Trust's values and behaviours.
- To ensure that safe working practices are followed in respect of all areas within the provisions of The Health and Safety at Work Act 1974.
- To comply with Trust Policies and Procedures.
- To maintain confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other people except in the recognised course of duty. The postholder must always meet the requirements of the Data Protection Act.
- To be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

## Staff Development and Performance

- The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
- The Trust will aid and agree development objectives for the postholder to enable the postholder to achieve their objectives and standards in line with the development plan.
- If the postholder feels they are not achieving their objective as agreed in the development plan they will bring it to the attention of their line manager at the earliest opportunity.

**Note:** You may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed. As such, the job description therefore is not intended to be exhaustive. It is also subject to change in the light of service developments and in consultation with the postholder and their manager. The post holder will be expected to adopt a flexible attitude to the duties to meet deadlines.



## Person Specification

| Education and Training                                                                                                                                                                                            |                               |                       |                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------|---------------------|
| Specification                                                                                                                                                                                                     | Essential (E) / Desirable (D) | Assess at application | Assess at interview |
| Good general education – Minimum of 5 GCSEs, Grade A* - C, including Mathematics and English, or equivalent                                                                                                       | E                             | X                     |                     |
| NVQ4 in Business and Administration or equivalent (i.e. School Business Professional Qualification Level 4)                                                                                                       | D                             | X                     |                     |
| Experience, Knowledge and Skills                                                                                                                                                                                  |                               |                       |                     |
| Specification                                                                                                                                                                                                     | Essential (E) / Desirable (D) | Assess at application | Assess at interview |
| Demonstrable experience of working in a school environment                                                                                                                                                        | E                             | X                     | X                   |
| Demonstrable experience of managing a team of administrative staff                                                                                                                                                | E                             | X                     | X                   |
| Demonstrable experience of working with financial systems and procedures                                                                                                                                          | E                             | X                     | X                   |
| Demonstrable experience of working with HR systems and procedures                                                                                                                                                 | E                             | X                     | X                   |
| Experience of successfully managing, leading and developing relevant administrative/ financial functions, including sound budget control and advice                                                               | E                             | X                     | X                   |
| Knowledge of GDPR 2018 and Data Protection Act 1998                                                                                                                                                               | E                             | X                     | X                   |
| Ability to solve varied problems related to financial management, administration and staff management etc.                                                                                                        | E                             | X                     | X                   |
| Strong verbal and written communication skills in order to train and motivate their own staff, as well as exchange information with a range of audiences (e.g. staff, pupils and others)                          | E                             | X                     | X                   |
| Strong IT skills including proficient in the use of Microsoft Office products                                                                                                                                     | E                             | X                     | X                   |
| Advanced keyboard skills in order to produce documentation using speed and precision (e.g. audio and touch typing); the post holder will need to be able to record information on financial management IT systems | E                             | X                     | X                   |
| Methodical in approach                                                                                                                                                                                            | E                             | X                     | X                   |
| Personal Attributes                                                                                                                                                                                               |                               |                       |                     |
| Specification                                                                                                                                                                                                     | Essential (E) / Desirable (D) | Assess at application | Assess at interview |
| Ability to act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trusts constitution and its policies and procedures.                             | E                             | X                     | X                   |

|                                                                                                                                             |   |   |   |
|---------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|
| Ability to work within the requirements of the Trusts Health and Safety policy, performance standards, safe systems of work and procedures. | E | X | X |
| Ability to undertake all duties with due regard to the Trusts equalities policy and relevant legislation                                    | E | X | X |

