



## Job Description

### Office Manager

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|-------------------------|--------------------------------------------------------------------------|
| <b>Location:</b>        | Lindens Academy                                                          |
| <b>Grade:</b>           | G6 Point 18-23 £31,537 - £34,434 per annum FTE                           |
| <b>Reporting To:</b>    | Head of Academy                                                          |
| <b>Liaising with:</b>   | Academy Business Partner, Trust Finance Team, External Service Providers |
| <b>Responsible For:</b> | Academy Office Team                                                      |

### Main Purpose

- To promote the highest standards within the administrative function of the school
- Line managing administrative staff
- Manage financial processes within school, in line with the expectations of the Academy Trust
- Assist with all the planning and development of support services

### Duties And Responsibilities

- Organisation
- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Contribute towards the planning, development and organisation of support service systems, procedures and policies
- Assist in the organisation of school trips in cooperation with other staff. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school
- Liaise between managers/teaching staff and support staff

### Leadership

- Ensure essential functions are prioritised and covered during absence of administrative staff
- Train and develop administrative staff as appropriate
- Develop an office team that delivers and meets the needs of the school
- Take all decisions in line with the vision and values of the school and Academy Trust and encourage others to do the same



## Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Provide personal, administrative and organisational support to other staff and the governing board
- Be responsible for the submission of relevant information to CFO, SMT, the Governing Body and outside agencies, e.g. DFE
- Oversee and organise the management of admissions procedures in line with the trust's criteria, maintain waiting lists and allocate spaces accordingly in line with the school's admissions policy.
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage complex administrative procedures
- Take responsibility for general personnel matters and co-ordinate the administration of staff recruitment, including advertising, collating documentation, medical clearance and DBS checks as required

## Resource management

- Be responsible for the selection, management and audit of resources
- To manage the ordering process of all goods and services, and processing invoices for validation, approval and payment by the trust's central team, ensuring the school complies with financial procedures
- Manage financial administration procedures including receipt and recording of monies and maintain appropriate records to satisfy audits
- Assist with the planning, monitoring and evaluation of the budget
- To ensure up to date records of all expenditure and income are kept, informing the Head Teacher/budget holders about under/overspend of budgets
- Manage office expenditure with an agreed budget
- Responsible for ensuring all service contracts, school licences and insurances are in place
- Provide advice and guidance to staff and others on complex issues
- Manage facilities including premises, lettings and associated income, building and projects etc
- Assist the Site Manager with the organisation of premises repairs under the direction of the Head Teacher
- Health and Safety management ensuring emergency procedures are current and timely and records are maintained (e.g. fire practice and alarm tests)
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Ensure data protection compliance at all times and helping the school community understand how to comply with data protection law



This job description is not your contract of employment nor any part of it. Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Office Manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher or Trust CFO.

This job description may change as your contract changes or as the organisation of the school or Trust is changed. Nothing will change without consultation.

In addition to the ability to perform the duties of the role, the individual must demonstrate a commitment to safeguarding and promoting the welfare of children, which includes:

Motivation to work with children and young people

Ability to form and maintain appropriate relationships and personal boundaries with them

Positive attitudes towards the use of authority and maintaining discipline

### **Other Tasks:**

- To attend meetings as required, which at times may involve travel to Academy sites within the trust.
- To take action to improve outcomes for young people to support all academies in the Trust to be outstanding.
- To perform any task or duty under the reasonable direction of senior staff within the Multi-Academy Trust.

The Lighthouse Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.