

Role Profile					
<b>Job Title</b>	Office Manager	<b>Job No. (Office Use)</b>		<b>Grade</b>	Grade E
<b>School</b>			<b>Location</b>		
<b>Reports to (Job Title)</b>	Headteacher		<b>Shift Pattern</b>		
<b>DBS check required</b>			Enhanced DBS check required		
<b>Job Purpose</b>	Responsible for the management and delivery of all office and administrative services for the school.				
<b>Decision Making</b>	The job involves working within recognised procedures but will require initiative. The work will involve responding independently to unexpected problems and situations.				

<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Under the guidance of senior staff, be responsible for undertaking administrative, financial and organisational processes within the school</li> <li>• Manage the school office and carry out all administration duties and financial monitoring for small amounts; be responsible for all admissions/new intake data</li> <li>• 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</li> <li>• Manage, train and develop a small team of clerical staff as appropriate</li> <li>• Undertake administration of complex procedures</li> <li>• Manage manual and computerised record/information systems</li> <li>• Support audit process and process overtime, absence and other school based payroll functions</li> <li>• Organise school trips and events.</li> <li>• First aid</li> <li>• Manage school fund</li> <li>• Health and safety compliance</li> <li>• Attend meetings i.e. SLT, LGB</li> <li>• Undertake other duties as directed and commensurate with the grading of the role</li> </ul>
<b>Demands</b>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• There is considerable work-related pressure, caused primarily by interruptions and the need to reprioritise tasks due to conflicting demands.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• There is minimal exposure to disagreeable working conditions, e.g. background noise from pupils at certain times of the day.</li> </ul>

<b>Experience, Knowledge and Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Good general education – Minimum of 5 GCSE's, Grade A* - C with Grade A*-C in Maths and English</li> <li>• NVQ4 in Business and Administration or equivalent (i.e. School Business Professional Qualification Level 4)</li> <li>• Demonstrable experience of working in a school environment</li> <li>• Demonstrable experience of managing a team of administrative staff</li> <li>• Demonstrable experience of working with financial systems and procedures</li> <li>• Demonstrable experience of working with HR systems and procedures</li> <li>• Experience of successfully managing, leading and developing relevant administrative/ financial functions, including sound budget control and advice</li> <li>• Knowledge of GDPR 2018 and Data Protection Act 1998</li> </ul>
<b>Skills and Technical Competencies</b>	<ul style="list-style-type: none"> <li>• The post holder will be required to:</li> <li>• Solve varied problems related to financial management, administration and staff management etc</li> <li>• Have 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)</li> <li>• Have strong IT skills including proficient in the use of Microsoft Office products</li> <li>• Have 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</li> <li>• Be methodical in approach, e.g. in order to organise school trips and events</li> <li>• Be numerate in order to manage and handle cash from the school fund</li> </ul>
<b>Corporate Standards</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Work within the requirements of the Trusts Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the Trusts equalities policy and relevant legislation.</li> </ul>