



King's Group Academies

"Opportunity and Success on a Global Stage"

Office Manager

Job Description & Person Specification

Reports to: Principal of King's Academy Ringmer

Location: King's Academy Ringmer

Hours: 37 hours per week, 41 weeks per year

Salary: KGA Support Staff Pay Scale Band 8, Points 17–21 – £29,197–£31,436 per annum (FTE), £32,167–£34,633 per annum pro rata.

Main Job Purpose

The Office Manager is responsible for leading the day-to-day administrative and operational functions of the academy, ensuring that office systems run efficiently and effectively support the smooth running of the academy.

The postholder will line manage the academy's administrative and reception team, ensuring high standards of service delivery, communication and organisation across all administrative functions.

The role acts as a key link between the academy and central Trust teams, supporting the implementation of Trust processes and ensuring administrative procedures are compliant, efficient and aligned with Trust expectations.

Principal Accountabilities

Office and Administrative Leadership

- Lead and manage the academy's administrative and reception teams.
- Ensure the efficient operation of the academy office and front-of-house services.
- Develop, implement and maintain effective administrative systems and procedures.
- Ensure high standards of communication and customer service for parents, visitors and external stakeholders.
- Support the Principal and senior leaders with administrative and organisational requirements.
- Oversee the coordination of administrative support across the academy to ensure systems operate efficiently and support teaching and learning.

Operational Coordination

- Act as the academy contact for key service providers (e.g. catering, premises, IT), working in liaison with central Trust teams.

- Support the coordination of academy operations, including events, communications and day-to-day logistics.
- Ensure effective administrative support for academy processes such as admissions, attendance and pupil data (as appropriate to the role).

Line Management

- Provide day-to-day leadership and management for administrative staff.
- Support staff development through supervision, training and performance management processes.
- Ensure workloads are appropriately allocated and that systems operate effectively across the office team.

Compliance and Procedures

- Act as the academy contact for key service providers (e.g. catering and IT) in liaison with the Trust's central teams.
- Support the monitoring of contracts and service delivery within the academy.

Compliance and Procedures

- Ensure that administrative processes comply with Trust policies and procedures.
- Maintain accurate records and systems to support compliance and reporting requirements.
- Support the preparation of information required for audits or reviews as requested by the Trust.

Safeguarding

- Promoting a culture of safeguarding within the academy.
- Reporting safeguarding concerns in accordance with Trust policies and procedures.
- Ensuring that administrative processes support safeguarding requirements where relevant.

Health and Safety

- Complying with the Trust's Health and Safety policies and procedures.
- Ensuring office-based administrative practices operate safely and in accordance with relevant guidance.
- Reporting any health and safety concerns or incidents in line with Trust procedures.

Equity, Diversity and Inclusion

- Promote inclusive practice and ensure that administrative processes support equity and fair access for all members of the school community.
- Treat all pupils, staff, parents and visitors with dignity and respect.
- Support the Trust's commitment to creating an inclusive working and learning environment.

General Responsibilities

- Participate in professional development and training where required.
 - Attend relevant staff meetings and training sessions.
 - Comply with all Trust policies including health and safety, safeguarding and equality.
 - Undertake any other duties commensurate with the grade of the post as reasonably requested.
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Person Specification

Essential

Experience

- Experience working in an administrative or office management role.
- Experience managing or supervising staff.

Skills and Knowledge

- Strong organisational and administrative skills.
- Ability to develop and maintain effective office systems.
- Strong communication and interpersonal skills.
- Ability to prioritise workload and manage competing demands.
- Good IT skills including cloud-based systems (such as Google Workspace).

Personal Attributes

- Professional and approachable manner.
- Ability to work collaboratively with colleagues across the Trust.
- Commitment to maintaining high standards of service and professionalism.

Desirable

- Experience working in a school or education setting.
 - Experience working within a multi-academy trust environment.
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This job description outlines the duties required at the current time and may be reviewed and updated in consultation with the postholder to reflect the changing needs of the Trust.