



Job Description

Office Manager

Location:	Castlefort Academy
Grade:	G6 Point 15-23
Reporting To:	Head Teacher
Liaising with:	Academy Business Partner, Trust Finance Team, External Service Providers
Responsible For:	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, eg 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 ge.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



Employee Specification

Office Manager

• CRITERIA	• QUALITIES
<ul style="list-style-type: none"> • Qualifications and training 	<ul style="list-style-type: none"> • NVQ Level 4 or equivalent qualification or experience in relevant discipline
<ul style="list-style-type: none"> • Experience 	<ul style="list-style-type: none"> • Experience working in an office environment at a senior level • Organising, leading and motivating other staff • Developing, managing and operating clerical/administrative/financial and organisational systems • Managing staff • Working with children or young people • Analysing and evaluating data
<ul style="list-style-type: none"> • Skills and knowledge 	<ul style="list-style-type: none"> • High level of accuracy and attention to detail • Excellent accounting knowledge and understanding • Excellent literacy and numeracy skills • Competent use of IT packages including word processing, spreadsheets, computerised accounting systems and school MIS systems • Ability to use relevant office equipment effectively • Ability to plan, organise and prioritise • Understanding of data protection and confidentiality • Understanding of safeguarding



<ul style="list-style-type: none">• Personal qualities	<ul style="list-style-type: none">• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality• Embraces change well<ul style="list-style-type: none">• Deals with difficult situations effectively• Ability to relate well to children and adults• Work constructively as part of a team, understanding school roles and responsibilities and own position within these• Ability to self-evaluate learning needs and actively seek learning opportunities
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