



## JOB DESCRIPTION

### Office Manager (Acting)

|                    |                                                                           |
|--------------------|---------------------------------------------------------------------------|
| <b>REPORTS TO:</b> | Operations Lead                                                           |
| <b>PAYSCALE:</b>   | Subject to Experience                                                     |
| <b>LOCATION</b>    | Burnt Mill Academy                                                        |
| <b>TERMS:</b>      | 37 hours per week, 41 weeks per year (term time + inset days + two weeks) |
| <b>CONTRACT:</b>   | Full Time - Fixed Term 1 Year                                             |

#### PURPOSE OF THE JOB

- To lead and manage the office administration staff and be responsible for the provision of an efficient administrative and office support function for the school
- To line manage all Admin Staff.

#### Liaison with:

The post-holder is expected to liaise with all members of staff within the Academy and other Trust members of staff who may be on site.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

### • PARTICULAR DUTIES – OFFICE MANAGER

- To line manage the admin team ensuring effective administrative practices and procedures are in place and that administrative tasks are dealt with efficiently and effectively, ensuring that deadlines are met.
- To ensure reception and student services are both run professionally and are staffed at all times at busy periods or in the case of staff absence.
- To manage main round admissions annually including ranking of offer list and monitor the offer and waiting lists.
- Support with mid-year admissions.
- To be an Administrator on Bromcom supporting staff with password resets and providing appropriate access rights with approval from Operations Lead.
- To manage and oversee the ordering of stationery for the Main Office.
- Oversee Parent Pay administrators, ensuring all items correctly added to the Parent Pay system.
- To proactively oversee the administration timelines in conjunction with the academic calendar.
- To conduct Line Management meetings and PMRs of identified members of the admin team.
- To ensure safeguarding compliance for all visitors to the school ensuring reception keeps the non-staff/Visitor SCR spreadsheet up to date at all times and that ID and DBS checks are robust for all visitors and providing HR with the most up to date list.
- Ensuring the safeguarding visitor guide is up to date and handed out to all visitors by reception.
- To support with fire marshalling duties ensuring fire registers are run and ready for evacuation.
- To support with First Aid duties where required.
- Support all staff with ad hoc queries to ensure smooth running of school.
- To correct errors and queries on school census in a timely manner ready for upload to collect.
- To support/issue letters when required to students, including termly progress letters, congratulation letters, letters confirming student attendance at BMA and EHE letter.
- Support with the completion of student reference requests when received by the school.
- Support Operations Lead with school events such as Opening Evening, Presentation Evening and Academic Review Days.
- This role requires flexibility and an understanding that you maybe required to work longer hours.

### Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

### Other specific duties

- To continue personal development as agreed
- To assist with the carrying out of risk assessments as appropriate
- To ensure that Health & Safety policies and procedures are followed
- To actively engage in the performance review process
- To undertake any other duty as specified by the Executive Head or Headteacher not mentioned above
- To comply with the schools Health & Safety policy and undertake risk assessments as appropriate
- To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty

### General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

| Person Specification – Office Manager   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                      |                     |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------|
|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Essential                                            | Desirable           |
| <b>Qualifications and documentation</b> | <ul style="list-style-type: none"> <li>• Able to demonstrate a good level of general education to GCSE standard in Mathematics &amp; English or equivalent.</li> <li>• CIPD qualification (or relevant experience)</li> <li>• A high level of literacy and numeracy skills</li> <li>• A high level of oral and written communication skills with a wide range of audiences</li> <li>• Mental Health First Aider</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                           | X<br><br>X<br>X                                      | X<br><br><br>X      |
| <b>Experience</b>                       | <ul style="list-style-type: none"> <li>• Previous experience of working in an Office Manager role</li> <li>• Experience of working in a school or in the education sector</li> <li>• Ability to deal with general administration in a neat and organised manner</li> <li>• Previous experience of using Bromcom and ParentPay</li> <li>• Previous experience of managing other members of staff</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | X<br>X                                               | X<br><br><br>X<br>X |
| <b>Knowledge</b>                        | <b>Aptitudes</b> <ul style="list-style-type: none"> <li>• Sound knowledge of general school policies and procedures</li> <li>• Working on own initiative</li> <li>• Prioritise own work effectively and managing the workload of the Administration Team</li> <li>• Assist in the resolving of both routine and more complex issues</li> <li>• Operating and maintaining computerised and/or manual information and management systems</li> <li>• Ensuring security of data, in particular the SCR and personnel files</li> <li>• Ordering and/or stock control of supplies required to fulfill the role</li> <li>• Safe use of office equipment</li> </ul>                                                                                                                                                                                                          | X<br>X<br>X<br><br>X<br>X<br><br>X<br><br>X<br>X     |                     |
| <b>Personal Qualities</b>               | <ul style="list-style-type: none"> <li>• Meeting deadlines internally and externally imposed</li> <li>• Work under pressure subject to interruption and conflicting demands</li> <li>• Dealing with people who can be angry, difficult, or upset</li> <li>• Good organisational and administrative skills, with the ability to prioritise</li> <li>• Ability to maintain confidentiality, be professional and deal sensitively with related issues/individuals with tact, diplomacy and discretion.</li> <li>• Enthusiasm and initiative – along with the ability to be calm and efficient under pressure.</li> <li>• Good interpersonal skills and an ability to develop and maintain effective working relationships with all stakeholders.</li> <li>• Ability to work independently, lead on activities where required and contribute as a team player</li> </ul> | X<br>X<br><br>X<br>X<br><br>X<br><br>X<br><br>X<br>X |                     |