

JOB DESCRIPTION	
JOB TITLE	Office Manager
GRADE	APLc
REPORTS TO	Headteacher/SLT
DATE	March 2026

Job Purpose

To lead the school office and ensure efficient, high-quality administrative, financial and organisational support. The postholder manages administrative staff, acts as the main point of contact for parents and visitors, and represents the school's values, vision and ethos in all interactions.

Key Responsibilities

Office & Organisation

- Ensure smooth day-to-day running of the school office and administrative systems.
- Support the planning and development of procedures, events and support services.
- Assist with organising school trips, parents' evenings and school events.
- Maintain the school calendar and manage emergency issues that affect office operations.

Leadership

- Line-manage, train and support administrative staff.
- Ensure the reception area provides a professional, welcoming environment.
- Promote the school's values in all decisions and interactions.

Administration

- Manage manual and digital records, producing reports and analysing data as required.
- Oversee pupil admissions, waiting lists and new-pupil inductions.
- Monitor attendance and lateness, following safeguarding procedures.
- Manage staff absence reporting and support email inbox management.
- Draft and distribute high-quality communications, including newsletters and website updates.
- Handle phone and face-to-face enquiries professionally.
- Coordinate school bookings and support admissions events.

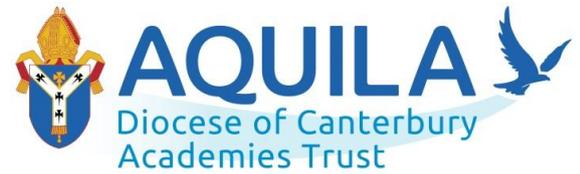
Resource & Financial Management

- Order and monitor stock, following Trust procurement processes.
- Use and oversee relevant office IT systems, reporting issues.
- Manage office expenditure within agreed limits.
- Maintain an organised, well-resourced office.

'They will soar on wings like eagles.' Isaiah 40:31

collaborate | enrich | trust | innovate | aspire | nurture

Compliance & Security



- Ensure compliance with data protection, record-keeping and confidentiality requirements.
- Support the Trust's Data Protection Officer and maintain the school's Asset Register.
- Manage visitor access in line with safeguarding procedures and report concerns.
- Ensure that the Single Central Record (SCR) is regularly updated in line with safeguarding and statutory requirements, by providing statutory information to the Trusts central HR team.
- Oversee consent for pupil images and local visits.

Additional Responsibilities

- Follow all relevant school policies and health and safety requirements.
- Undertake training as needed.
- Contribute to safeguarding.
- Administer prescribed medication in line with school policy.

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Person specification: Office Manager

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below. Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential

- Good standard of literacy and numeracy (GCSE English & Maths or equivalent).
- Competent with Microsoft Office and general IT systems and strong IT skills.
- Willingness to complete role-related training.
- Administrative or office management experience.
- Experience supporting or supervising staff.
- Customer service experience.
- Experience handling data and records.
- Excellent organisation, time management and attention to detail.
- Strong written and verbal communication.
- Ability to handle confidential and sensitive information.
- Able to stay calm and professional under pressure.
- Professional, approachable and customer-focused.
- Positive, flexible and proactive attitude.
- Able to work independently and within a team.
- Commitment to the school's values and safeguarding.
- Knowledge of safeguarding expectations and the ability to manage the Single Central Record (SCR) confidently and accurately.
- Willingness to support occasional events outside normal hours.

Desirable

- Relevant admin/office qualification.
- First Aid or MIS training.
- Experience in a school or education setting.
- Understanding of safeguarding, GDPR or school systems.

Print name (Employee)

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: