Job Roles: **Office Manager**
Pay Points: **5 - 9**
Locality: **School Role with Full Mobility**
Central Role with Full Mobility

The Consortium Trust is a lifelong learning community. It recognises, will promote and expects sharing of best practice. All employees are expected to participate with this ethos and there may be opportunities where you will be expected to mentor, advise or share best practice with colleagues.

Consortium Trust schools and settings provide education for children between the ages of 6 months to 19 years old, many with complex additional needs and challenging behaviour. It is likely that there will be occasions where it will be necessary to adjust or amend a role to continue to provide the appropriate educational support for individual children. All job descriptions are subject to interpretation and alterations according to the setting and age, requirements and capabilities of the child.

***Please note the relevant professional standards should be read in conjunction with this document, including but not restricted to**

- **School Business Management Competency Framework**

JOB PURPOSE

The Office manager provides a wide range of support, advice and guidance to the Academy Head, Teaching and Support Staff, EYFS Practitioner, children and parents/carers and through this to pupils and to the teaching of the curriculum and achieving early learning goals. Office managers work under the direction of the Academy Head with the support of the Central office team but will be required to manage their own workload and priorities

All duties will be carried out within recognised procedures or guidelines relevant to the age of the child and the Academy Head/ Senior Teacher/Senior EYFS Practitioner will be available for support and guidance. The level of expertise is relevant to the pay point and experience of the employee.

There will be some need to interpret information or situations to solve both straightforward problems and there may be the need to respond independently to unexpected more complex problems. The employee has access to a line manager for advice and guidance.

GENERAL ACTIVITIES

- Undertake a number of duties associated with providing a secretarial/PA service to the Academy Head /senior staff.
- Provide strategic support for Academy Head and work closely with SLT if Head is present at another site
- Act as first point of contact for Academy Head/SLT Team, including telephone enquiries, receiving visitors, arranging hospitality and dealing with mail
- Maintain the School's filing system
- Maintain the School's SCR ensuring compliance with current safeguarding regulations
- Undertake or oversee a range of secretarial duties of a confidential nature for teaching staff, Academy Head other staff and Management Team

- Generate routine correspondence and word processing duties to meet the needs of both the school and teaching staff.
- Receive and process monies/income/invoices, including processing & banking of cash/cheques and issue of receipts
- Maintain pupil and staff records, including travel/expense claims, class lists etc.
- Assist with arrangements for educational visits as required.
- Taking minutes as required
- Completion of staffing and other returns
- Admissions – In year joiners/nursery
- Maintaining pupil register/records/Upload assessment and data.
- Monitoring Attendance
- Processing orders, Goods Received notes, Lettings forms
- Undertake administration for school lettings including liaison with related staff
- Ensure recruitment and selection procedures are followed and provide relevant information to the HR Manager in order for appointment documentation to be issued.
- Ensuring that regular inspections of buildings and grounds are undertaken and approve any maintenance that may be required
- Attend Staff meetings/SLT meeting if required and provide active support to the Academy Head/SLT when required
- Liaise with other schools within the MAT to avoid, where possible, duplication of work
- Produce financial claims ie Nursery,LAC
- Ensure additional /supply claims are both accurate and submitted timely
- Ensure budget reports are accurate and report overspends or variances to the Academy Head where necessary

PERSONAL SPECIFICATION

PROFESSIONAL ATTRIBUTES

- Have high expectations of children and young people with a commitment to helping them fulfil their potential
- Establish fair, respectful, trusting, supportive and constructive relationships with staff and pupils.
- Demonstrate the positive values, attitudes and behaviour they expect from pupils
- Communicate effectively and sensitively with children, young people, colleagues, parents and carers.
- Recognise and respect the contribution that parents and carers can make to the development and wellbeing of all.
- Demonstrate a commitment to collaborative and cooperative working with colleagues.
- Improve their own knowledge and practice including responding to advice and feedback.
- Ability to access and follow school and Trust policies and procedures
- Attend and participate in regular meetings and take part in training and other learning activities as required by both the school and Trust.

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

KNOWLEDGE

- It is essential that the post holder has good literacy and numeracy skills to undertake a range of tasks, e.g. minute taking, maintaining Head's diary, undertaking banking, checking travel/expense claims.

- Knowledge of a range of school procedures is needed to carry out the variety of duties. These are likely to include financial, health and safety and administrative policies and procedures. It is expected that the post holder would have a broad overview, gained from office experience and/or qualifications, specific procedures could be learnt in post.
- It is essential that the post holder has a broad knowledge of equipment, e.g. reprographics, audio typing and/or software package, e.g. Word, Excel. More in-depth knowledge for e.g. specific software packages could be obtained on the job as necessary.
- Experience of overseeing/supervising staff may be required.

MENTAL SKILLS

- Some analytical skills required e.g. resolving discrepancies between financial records.
- The post holder will undertake short term planning, e.g. managing own workload, ensuring deadlines are met, planning for school activities e.g. school trips/sports day.
- The post holder is likely to be the first point of contact for customer complaints. The post holder will deal with the less complex, deciding when to refer on to more senior staff.
- Majority of the work is covered by recognised procedures but with some scope for decision making.

INTERPERSONAL AND COMMUNICATIONS

- The post holder will communicate with range of visitors, staff and pupils within the school, passing information/messages onto others some of which may be confidential and sensitive.
- The post holder needs to be able to communicately appropriately with pupils, according to their age, for straightforward advice on first aid.
- The post holder may advise and guide others on organisational procedures, e.g. administrative/finance staff on administrative procedures, parents on sick child or school events, teaching staff on expenses procedures.

PHYSICAL SKILLS

- Ability to use keyboard and mouse to produce accurate records, may include the production of reports, correspondence, inputting/updating personnel or financial information etc.
- Work accurately with attention to detail.

NOTES

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the setting at the reasonable discretion of the Academy Head.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to their existing level of experience and responsibility.