

## Job Description

<b>Academy:</b>	Phoenix Park and Sevenhills Academy
<b>Post Title:</b>	Office Manager
<b>Grade/SCP:</b>	NJC Point 24
<b>Responsible to:</b>	Executive Principal
<b>Responsible for:</b>	Up to 4 administration employees

### **Purpose of the post:**

To manage the areas of

- People: line manage administration employees.
- Marketing and school administration.
- General administration management to meet the needs of the academy to enhance teaching and learning.

### **Key Responsibilities:**

#### **People Management**

Management	Manage the employee administration process, including the Workforce Census; oversee the accurate processing of details; maintaining records; deal with general queries of policy and procedure (e.g. expenses, sick leave, leave of absence).
Recruitment	Co-ordinating the HR administration of employee recruitment, undertaking all pre-employment checks in accordance with Safer Recruitment Practices and Keeping Children Safe in Education legislation. Generating employee contracts.
Safeguarding	To ensure that school is thoroughly safeguarded through the management and administration of the Single Central Record.
Advice	In liaison with the central HR team, provide low-level advice on policy and procedure to the academy and governing body.
Administration	Line manage administration employees in the team.
Attendance	Monitor and assist in the management of employee attendance and leave to ensure a continuous service through the year.

#### **Safeguarding**

Safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. As such it is everyone's responsibility to safeguard children in line with Keeping Children Safe in Education and provide a safe environment in which children can learn.

## School Administration

Strategy	Ensure effective administrative systems and practice for the smooth and efficient running of the academy.
Reception	Ensure that the office reception is efficient and high quality to serve the needs of children, staff, parents and visitors.
ICT system	Have an overview of the computer network and management information systems.
Reports	Prepare, or quality assure, reports as required. Liaise with the local authority and the DFE as required.
Licences	Maintain efficient systems for obtaining necessary licences and permissions. Ensure their relevance and timeliness.
Pupil records	Ensure efficient systems for the maintenance of pupil records.
Non-teaching services	Manage non-teaching services, such as school transport and the use of external venues.

## Marketing

Promotion	Promote the school to different audiences and raise the positive profile of the school.
Customers	Dealing with complaints and praise regarding site and non-teaching issues.
Local business	Liaise with local businesses for fundraising, joint projects and general support of the school.

## Summary:

The Office Manager will:

- be routinely involved in more complex day to day issues, one-off projects;
- supervise and train administration employees who input records;
- produce standard documents;
- solve problems, set up processes etc;
- handle difficult/sensitive situations without supervision;
- prioritise and manage own workload and supervise workload of others;
- be able to work under limited supervision;
- be proactive and use initiative;
- be expected to contribute to the management of change within the school;
- input at a high level of responsibility for the successful and smooth running of the school in many areas, particularly the supervision of all clerical support, statistical control and pupil welfare.

## Competencies:

The Office Manager will:

- be expected to routinely use computer reports to monitor attendance;
- research and download documents and information;
- undertake research for inclusion in reports;
- be able to compile papers for presentation to the SLT and/or Governors;
- have the capability to amend standard reports to suit school;
- attend Governors' meetings to assist SLT and to present information.
- Attend and contribute at SLT meetings.

## PERSON SPECIFICATION

CRITERIA			HOW IDENTIFIED
EDUCATION AND TRAINING	<ul style="list-style-type: none"> <li>• Minimum of 5 GCSE or equivalent Level 2 qualification including Maths and English.</li> <li>• Qualified to NVQ Level 4 or willingness to work towards.</li> </ul>	E E	A A
EXPERIENCE	<ul style="list-style-type: none"> <li>• Office Administration and organisation.</li> <li>• Employee supervision.</li> <li>• Human Resource management.</li> <li>• Working in a school environment.</li> </ul>	E E D D	A A A A
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>• Accurate keyboard skills and excellent working knowledge of Microsoft Office applications.</li> <li>• Excellent oral and written communication skills.</li> <li>• Ability to lead, motivate and performance manage employees.</li> <li>• Ability to make sound judgements in relation to 'best value' practice.</li> <li>• Accuracy and attention to detail.</li> <li>• Ability to maintain confidentiality.</li> <li>• Ability to organise and prioritise work, use own initiative and work as part of a team.</li> <li>• Customer orientated.</li> <li>• Able to solve problems and create innovative solutions.</li> <li>• Ability to work methodically, managing a heavy and challenging workload, prioritising work to meet tight deadlines.</li> </ul>	E  E  E  E E E  E E  E  E	A/I/T  A/I/T  A/I  A/I I/T I  I I  I  I/T
OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>• Operate with the highest standards of personal/professional conduct and integrity.</li> <li>• Committed to work in line with the Trust's and academy values and vision.</li> <li>• Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the academy.</li> <li>• Willing to undertake training and continuous professional development in connection with the post.</li> <li>• Able to undertake any travel in connection with the post.</li> <li>• Able to demonstrate sound understanding of equality/diversity in the workplace</li> <li>• Satisfactory DBS disclosure to work in an environment dealing with young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with</li> </ul>	E  E  E  E  E E	A/I  A/I  A/I  A/I  A/I A/I

	children, young people and vulnerable adults.	E	A/I
	<ul style="list-style-type: none"><li>• A commitment to safeguarding and promoting welfare for all.</li></ul>	E	A/I