

**NEW SEAHAM ACADEMY  
OFFICE MANAGER  
JOB DESCRIPTION**



To support the school in attaining its aims and objectives by managing the school office

**MAIN DUTIES:**

The following list is typical of the level of duties which the post holder will be expected to perform. **It is not necessarily exhaustive** and other duties of a similar type and level may be required from time to time.

**Management of Whole School Administration**

- To carry out the responsibilities of Secretary of the Academy Trust- including minute taking at Board of Trustees meetings
- Overseeing the office workload including support to the Leadership Team and Board of Trustees
- Assisting the school by maintaining good relationships with staff, parents/carers, governors, contractors and external agencies in order to promote the objectives of the school.
- Maintaining good practice in relation to the provision of an efficient and effective service within the school office
- Managing the administrative function including admin and SIMS, school reception, reprographics, records and telephones.
- Overseeing the school diary and assisting in managing the Headteacher's diary.
- The generation of all correspondence to parents and carers.
- Responsibility for ensuring that all general word processing – letters, forms and booklets etc. are completed efficiently and to ensure that the information contained within them and on the school website is up to date.
- Helping to promote the school to parents, partners and the local community.
- Assisting in the management of the schools admission and transfer procedures.

**Administrator for HR and Financial matters within school**

- Responsible for reconciling petty cash and other private school funds
- Responsible for ParentMail- school dinners
- Responsible for uniform orders
- Responsible for purchasing according to the Academy Financial Handbook
- Act as administrator for HR matters on behalf of the Leadership Team.
- Processing operational HR paperwork for new appointments, changes in contracts, overtime and sickness on SAIL and MyView
- Coordinating the reporting of sickness and other absences and organising supply bookings.
- Maintaining personnel files and the Single Central Record.

**General**

- Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.

**Child Protection**

- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.