



Job Description

ACADEMY:	Ian Ramsey CE Academy
POST TITLE:	Office Manager
GRADE:	£22,183 - £24,491 FTE (<i>Salary will be adjusted to reflect weeks worked</i>)
REPORTS TO:	Operations Manager
MAIN PURPOSE:	<p>To manage the day-to-day operation of the Academy Office in order to facilitate an effective and efficient business service.</p> <p>To plan, develop and monitor business administration within the Academy, including the co-ordination and management of administrative staff, delegation of relevant activities and support of the wider academy to meet the academy's educational vision.</p> <p>To work with the Head Teacher and the MAT to actively promote the Academy.</p>
Contracted Hours	37 Hours per week / term-time only, plus 10 days, plus 3 inset days
Working Pattern	Mon-Thurs 08:00-16:00 / Fri 08:00-15:30

DUTIES

Personnel Management

- Directly manage the office admin team, including delegation of tasks, performance management and professional conduct matters.
- Proactive approach to your own professional development as well as that of your team.
- Collection of information and documentation to enable the processing of DBS checks and updating of our Single Central Register for supply staff, contractors and visitors.
- Ensuring adequate cover of the admin office during parent's evenings/events, vacation periods and teacher training days.
- Ensure adequate administrative cover for after academy events.

Office Management

- Manage the development and implementation of the academy's annual cycle of administration tasks.
- Lead on administrative project management as directed by the Head Teacher.
- Ensure the efficient provision of routine correspondence.
- Lead on the operation, monitoring and evaluation of all computer-based academy management and recording systems, and ensure the efficient running of those systems.
- Management of all internal and external post.
- Answer the telephone and take messages, or where necessary, transfer the call on to the relevant member of staff.
- Respond to all routine letters and telephone calls.
- Coordination of the processing of letters for the Head Teacher and other members of the teaching staff as directed.

- Maintain an accurate filing system.
- Oversee the production of Academy newsletters and arrange proof checking / sign-off by the Head Teacher prior to production.
- Maintain the confidentiality of all the Academy's records relating to staff and pupils, in line with the latest requirements of the Data Protection Act and the Freedom of Information Act.
- Set a good example in terms of personal presentation, attendance and punctuality.
- Provide administrative support as required for Assistant Head Teachers.
- Produce confidential minutes of meetings as directed by the Head Teacher.
- Provide detailed analysis and evaluation of data and produce reports as requested.
- Ensure the efficient management of meeting rooms including provision of hospitality for visitors or internal Academy staff where required.
- Ensure the distribution of staff briefing minutes.
- Ensure the effective management of all reprographics requests.
- Ensure that the office team support the wider academy with administration task at peak periods e.g. pupil reports, exams, parent's evenings/events.

Pastoral Care

- Deal with or report, to the appropriate member of the pastoral staff (Pastoral Manager or Head of Year), incidents that are seen or reported regarding pupils' welfare.
- Act as First Aider in line with the established rota and manage any changes within this rota as necessary.
- Deal with any pastoral queries from pupils or staff.
- Act as Fire Warden for the Academy with responsibility for designated area.

Responsibilities

- Be aware of, and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, whistleblowing policy, reporting all concerns to an appropriate person.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- Contribute to the overall archiving with the academy.
- Contribute and support the overall Christian Ethos/Vision of the Academy
- Develop constructive relationships and communicate with other agencies / professionals as required.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility as directed by the Head Teacher

Signed:

Date:



Person Specification

POST TITLE: Office Manager

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	Essential	Desirable
Qualification	<p>NVQ Level 3 in Business Administration (or equivalent in a relevant discipline)</p> <p>Maths and English (Grade A-C) (or equivalent).</p> <p>Excellent literacy and numeracy skills.</p> <p>Willingness to undertake First Aid qualification (if not in place) and maintain accreditation.</p>	<p>First Aid qualification</p> <p>Up to date Safeguarding training</p> <p>Certificate of School Business Management (CSBM)</p>
Experience	<p>Proven ability to work in a very busy office environment with the skill to organise, prioritise, deal with multiple tasks and meet deadlines.</p> <p>Proven ability to delegate effectively.</p> <p>Knowledge and experience of key school systems, for example SIMS, ParentPay, EduLink, Inventory.</p> <p>Experience of using ICT including Word Processing, Spreadsheets, Database, Publisher.</p> <p>Understanding of Safeguarding, Confidentiality, Equal Opportunities, GDPR and Health and Safety Policies with regard to a school environment.</p> <p>Experience of liaising with other professionals and academy stakeholders.</p> <p>Experience of working in a school office environment.</p>	<p>Experience of managing in a school office and leading a team successfully.</p> <p>Understanding an implementation of appraisal cycle.</p>
Skills/Knowledge	<p>Ability to work flexibly within the wider school team and to support other departments, as and when necessary.</p> <p>Ability to communicate efficiently both orally and in writing and accurately at all times.</p> <p>High levels of grammatical accuracy and attention to detail.</p> <p>Ability to produce high quality, accurate documentation with high speed typing ability.</p> <p>Ability to lead and manage effectively the outcomes of others, as well as work within a team.</p>	<p>Short-hand.</p> <p>Conflict management.</p>

	<p>Ability to work confidentially and effectively with others to support them to improve in their everyday practice and hold them to account.</p> <p>Ability to prioritise own workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail.</p> <p>Ability to problem solve and create innovative solutions.</p> <p>Possess excellent ICT skills with a sound knowledge of software packages, such as Microsoft Office.</p> <p>Demonstrate significant experience of a range of general administrative functions within an office environment.</p> <p>Ability to effectively work with sensitive and confidential information/data and maintain confidentiality.</p> <p>Ability to produce minutes of both formal and informal meetings.</p> <p>Working knowledge of GDPR policy and procedure.</p>	
<p>Personal Qualities</p>	<p>Be dependable and reliable.</p> <p>Have excellent time management and organisational skills.</p> <p>Able to remain calm, pleasant and courteous at all times, even when faced with tight deadlines or challenging situations.</p> <p>Approachable, reliable, conscientious, articulate, respectful, trustworthy, enthusiastic, positive.</p> <p>Commitment to high standards and to continue personal and professional development.</p> <p>High level of confidentiality and discretion.</p> <p>A strong desire to work in a school environment and to support and be involved in wider aspects of our academy life.</p> <p>High expectations of self and others.</p> <p>A commitment to equal opportunities and empowering others.</p> <p>Be a very positive role model to pupils and respect and support our Christian values.</p>	

Please state how you meet all the requirements of the person specification when completing your application.