



THE

**WARWICKSHIRE
ACADEMY**

Job description: Office Manager

Job details

Job title: Office Manager

Salary: £24,012 - £27,041

Hours: 36.5 hours per week, plus banked hours Term time only + 2 weeks

Reporting to: Headteacher

Responsible for: Administration team

Main purpose

The Office Manager is responsible for overseeing the daily administration of the school office including line managing administrative staff. They are also responsible for all administrative, financial and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services.

Duties and responsibilities

Organisation

- › Supervise the day-to-day work of the administrative function of the school office.
- › Contribute towards the planning, development and organisation of the support service systems, procedures and policies
- › Manage, supervise, train and develop administrative staff as appropriate

- › Assist in the organisation of school trips/events in cooperation with other staff. To ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments
- › To act as the school's exams officer
- › Take responsibility for the School Census
- › To maintain the schools Management Information System (MIS) including pupil admissions and leavers

Administration

- › Manage manual and computerised record/information systems
- › Analyse and evaluate data/information and produce reports/information/data as required
- › Undertake word processing and complex IT based tasks
- › Provide personal, administrative and organisational support to the Headteacher
- › Provide personal, administrative and organisational support to other staff
- › Provide personal, organisational and administrative support to the Governing Body
- › Oversee and organise the management of admissions procedures, maintain waiting lists and allocate spaces accordingly in line with the schools' admissions policy
- › Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- › Manage the induction process for new children
- › Book training courses for all staff
- › Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required
- › Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

Resources

- › Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- › Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system)
- › Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.
- › Take a lead role with procurement and securing sponsorship/funding
- › Assist with marketing and promoting the school
- › Manage financial administration procedures and maintain appropriate records to satisfy audits
- › Assist with the planning, monitoring and evaluation of the budget
- › Manage office expenditure with an agreed budget
- › Manage service contracts
- › Assist with the organisation of premises repairs under the direction of the Trust Business Manager
- › Manage school licences and insurances
- › Ensure the office and reception is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

Responsibilities

- › Be committed to the safeguarding and promotion of the welfare of children and young people
- › Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- › Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- › Contribute to the overall ethos/work/aims of the school
- › Establish constructive relationships and communication with all staff and other agencies/professionals
- › Recognise own strengths and areas of expertise and use these to advise and support others
- › Participate in training and other learning activities and performance development as required
- › Develop an office team that delivers and meets the needs of the school
- › Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building
- › Line manage and organise all administrative staff ensuring the smooth and effective running of the school office and all administrative and communicative systems
- › Manage administrative staff performance and appraisal
- › Ensure that all members of the office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally

Other areas of responsibility

- › To support where needed with break duties

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that they will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none"> › NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards) or other relevant Business Administration qualification › GCSE English Grade C or above (or equivalent) › GCSE Maths Grade C or above (or equivalent) <p>Desirable First aid qualification</p>
Experience	<ul style="list-style-type: none"> › Working in an office environment at senior level › Organising, leading and motivating other staff › Developing, managing and operating clerical/administrative/financial

CRITERIA	QUALITIES
	<p>and organisational systems</p> <ul style="list-style-type: none"> ➤ Managing staff ➤ School finances and managing budgets ➤ Analysing and evaluating data ➤ Working with SEN students and those with behaviours that challenge
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good knowledge of financial regulations ➤ Excellent attention to detail ➤ Excellent literacy/numeracy skills ➤ Competent use of IT packages including word processing, computerised accounting systems and school MIS systems ➤ Ability to use relevant office equipment effectively ➤ Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: January 2021

Next review date: September 2022

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____