

Post Title: OFFICE MANAGER JOB DESCRIPTION

Grade: Grade 7 - NJC SPC 19-22

Contract Term: 37 hours per week, term time plus 10 days (1 week in school holidays plus 5 inset days)

Responsible To: Headteacher or designated member of staff

Job Purpose: To manage the operation and delivery of support services. This will include responsibility for the planning, development and monitoring of support services. The management of staff and associated resources, including commissioning and delegation of relevant activities and responsibility for financial processing in accordance with financial regulations.

Main duties: The following list is typical of the duties that the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required

- to take the overall responsibility for the organisation and provision of clerical and administrative support, pertaining to the service area, including.
- take a lead role in the development and maintenance of management information systems / office systems, producing and responding to complex correspondence, ensure staffing levels are maintained at a satisfactory level.
- to develop work specifications and where necessary take the lead on the contract procurement process including service level agreements in accordance with the trust's procurement process and procedures.
- to be responsible for the creation and implementation of recruitment, induction, appraisal, training and mentoring systems for support staff, in accordance with school guidelines.
- to undertake the management, mentoring and training of support staff.
- to take overall responsibility for the processing and management of safeguarding information relating to staff and visitors and the management of the schools single central record.
- to manage the HR system and process contractual/ information changes and updates for all employees.
- processing and organising employee additional hours and timesheets and reviewing payroll changes.

Responsibilities

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school

- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and performance development, as required
- recognize own strengths and areas of expertise and use these to advise and support others

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Person Specification

Area	Essential Skills	Desirable Skills	Method of Assessment
Skills, Knowledge and Aptitude	• Ability to organise, lead and motivate other staff	• Knowledge of specialist ICT packages	Application Form Interview
	• Ability to devolve responsibly and delegate tasks and monitor practice to see that they are carried out.	• Knowledge of school policies/codes of practice/legislation	
	• Ability to plan and develop systems	• Knowledge of safeguarding	
	• Ability to relate well to children and adults		
	• Work constructively as part of a team: understanding school roles and responsibilities and your own position within these		
	• Ability to self-evaluate learning needs and actively seek learning opportunities		

Qualifications and Training	<ul style="list-style-type: none"> Current NVQ level 2 in English and Maths or equivalent 	<ul style="list-style-type: none"> NVQ level 4 or degree equivalent in relevant discipline/job role 	Application Form Interview
Experience	<ul style="list-style-type: none"> Experience working within an office environment 	<ul style="list-style-type: none"> Experience working with MIS systems Experience working with financial systems Experience working within an admin setting in a school Several years' experience working in office environment at a senior level 	Application Form Interview
Disposition	<ul style="list-style-type: none"> Have high professional standards and provide a positive role model for other staff Show initiative and be self-motivating Enthusiasm Tolerant/resilient and an ability to work under pressure To uphold confidentiality at all times 		Application Form Interview

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.