

Job Description

Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Job Title: Office Manager

Reporting to Headteacher

Salary: Point 18 - 22

Overview

Reporting to the Headteacher, the Office Manager will provide senior administrative support to the School. This will include:

- providing general administration support to the School;
- support on administering staff recruitment activities;
- support on student recruitment activities;
- preparation and maintenance of pupil records through the MIS system;
- line management administration function;
- support on administering educational visits;
- support on communication to the school community;
- oversee administration of school purchases;
- working with the wider administration team to support and carry out general administration activities to support the wider school operations.


This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

Core purpose

This postholder will provide clerical, and administrative support to the Headteacher and school to enable the delivery of a professional and efficient and administrative service

Specific responsibilities

Office Management:

- Line management and supervision of the administration team.
 - Responsible for the efficient and effective running of the school office.
 - Contribute towards the planning, development and organisation of the administration systems, procedures and policies within school.
 - Maintenance of staff absence records and arranging supply for absent staff.
 - Liaising with external agencies as directed by the Headteacher.
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- To provide a clerical/administrative and diary support to the leadership team with the school.
- Produce correspondence for the Headteacher and leadership team.
- To organise and minute meetings as requested.
- Proof read and format documents including policies.
- Deal with general queries by e-mail and telephone.
- Support the administration of educational visits
- Liaison with the BDMAT central team.

Staff Recruitment:

- Liaison with BDMAT HR Officer over the recruitment of new staff to ensure posts are approved before advertisement, and contracts/offer letters are arranged for successful candidates.
- Liaison with BDMAT HR Officer over the advertisement of vacancies.
- Liaison with SLT for recruitment adverts and Job Descriptions/Person Specifications as required.
- Administration of job applications and selection process
- Liaison with candidates during the recruitment process.
- Working with the BDMAT HR Officer on the maintenance of staff employment files.
- Maintenance of school's Single Central Record (SCR).

Student Recruitment:

- Oversee communications with students and their families throughout the application process through to students arrival in school.
- Liaison with the relevant Local Authority teams on behalf of the Headteacher.
- Creation and maintenance of student files.

Data:

- Completion of school pupil and workforce census returns for review and authorisation in line with BDMAT procedures.
- Be the school's GDPR lead, supporting the Head of School Support in monitoring data protection compliance and advising the school community on data protection issues.
- Keep records in accordance with the BDMAT record retention schedule, ensuring information security and confidentiality at all times.



Finance:

- To obtain purchase orders using Hoge 100.
- Establishing contacts with a variety of outside suppliers of goods or services and the receipting of goods.
- Responsibility for collecting and reconciling school monies and providing statistical information as required including administering free school meals.

General Administration:

- Upload documents, including policies and job advertisements to the website.
- Deal with correspondence received via email or post.
- Support staff with printing, copying and filing as necessary.
- Provide other general admin support to the school as necessary.
- Maintain systems for a range of resources, including databases.

General

- Support the overall Christian ethos of the Trust
- Be a part of the school team and support the smooth running of the school.
- Have an understanding of safeguarding, data protection and GDPR.
- Willingness to work flexibly, occasionally outside of normal hours.
- Maintain the confidentiality in the course of undertaking duties.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed. The work of all MATs and schools change and develop continuously which in turn, requires employees to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable, but may change commensurate with the grading of the post. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.



Person Specification

Knowledge/Qualifications and Experience	Essential	Desirable
IT competent and confident using MS Office	*	
Ability to edit and format MS Word documents	*	
Ability to edit and format MS Excel documents	*	
Excellent interpersonal skills and ability to promote effective working relationships	*	
Clear communication skills, written and oral	*	
Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively	*	
Enthusiastic, motivated and committed	*	
Ability to work as part of a team	*	
A flexible approach	*	
Ability to work in a timely and efficient manner to agreed deadlines	*	
Experience of Arbor (Management Information System)		*
Experience of proof reading documents		*
Experience of minute taking		*
Experience of uploading documents to a website		*
Experience of staff recruitment processes		*
Experience of student recruitment processes		*
Line Management/Team Leadership experience		*
Willingness to work within the Christian framework of BDMAT	*	