

## JOB DESCRIPTION

|                           |   |
|---------------------------|---|
| <b>Job Title:</b>         | Office Manager  |
| <b>Location:</b>          | Across the Trust (based at Ivybridge Community College)   |
| <b>Grade:</b>             | Grade E<br>SCP 16 – 22 (£24,841 - £27,548 pro-rata)   |
| <b>Hours:</b>             | 37 hours a week, 40 weeks per year  |
| <b>Reports to:</b>        | PA to the Principal   |
| <b>Responsible for:</b>   | Central Administration Team   |
| <b>Key Relationships:</b> | PA to the Principal, School Business Accountant, Trust and College HR Teams, Operations Manager |

### Job Purpose

The post holder is responsible for the management of the College's Central Administrative Team and systems in liaison with the Principal's PA. They contribute to the planning, development and monitoring of administrative support services and/or management of support staff, including coordination and delegation of relevant activities.

### Duties and Responsibilities

1. Working in liaison with a range of departments, for example; Senior Leadership Team, subject leads or College Directors to coordinate and produce resource requirements as needed.
2. Assist in the development of policies and procedures relating to child protection, security, confidentiality and data protection.
3. Work cohesively together with the Principal's PA to ensure the smooth implementation of College policies and procedures.
4. To positively promote and contribute to the overall ethos and aims of the College.
5. Establish constructive relationships and communicate with other agencies/professionals.
6. Participate in training opportunities and professional development as required.
7. Undertake similar administrative duties commensurate with the level of the post as required by the Senior Leadership.
8. To make arrangement for refreshments as and when required.
9. Involvement in the recruitment of administrative support staff and managing employment procedures.
10. Health and safety management within area of responsibility.
11. Ensure the correct procedures and policies are implemented at all times.
12. Support the GDPR Team and ensure the College is compliant as directed by WeST

### Organisation

1. Organise and supervise the Central Administration function within the College ensuring continuity.

2. Assist with planning, development, design, organisation and monitoring of support systems/procedures/policies.
3. Undertake line management responsibilities including performance management as appropriate for administrative and support staff.
4. Act as liaison between managers, teaching staff and support staff for both internal and external clients.
5. Hold regular team meetings.
6. Undertake recruitment, induction, training and mentoring for the Central Administration staff as identified by the Principal.

### **Administration**

1. Monitor the correct use of the College's records and information systems
2. Oversee administrative tasks to ensure accuracy and uphold the professional image of the College.
3. Implement systems to ensure administrative duties are consistent and essential responsibilities are able to continue functioning in the event of staff absence.
4. Provide detailed analysis and evaluation of data and produce detailed reports as required.
5. Manage and respond to complex administrative procedures.
6. Be responsible for completion and submission of complex forms, returns etc including those to outside agencies e.g. DfE

### **Resources**

1. Be responsible for the selection and management of resources.
2. Be involved in the recruitment of administrative support staff in managing associated employment procedures.
3. Provide advice and guidance to staff and others on complex issues.
4. Undertake research and obtain information to inform decisions.
5. Assist in the management of expenditure within the Admin agreed budget.
6. Health and safety management within area of responsibility.

### **Responsibilities**

1. Comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. To adhere to the College Health and Safety Policy including risk assessment and safety systems.
3. To adhere to the College policy on equality and diversity.
4. To contribute to the overall ethos /work/aims of the College.
5. Participate in training opportunities and professional development as required.
6. Undertake similar clerical duties commensurate with the level of the post as required by the Principal and Senior Leadership Team.

### **General**

1. Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
2. To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
3. To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
4. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

## PERSON SPECIFICATION

E = Essential, D = Desirable

| <b>Method of Assessment</b><br>The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed. | <b>Essential or Desirable</b> | <b>Application Form</b> | <b>Interview (or other selection activity)</b> |
|---|-------------------------------|-------------------------|--|
| <b>Qualifications:</b>  |                               |                         |  |
| Good general education GCSE or equivalent   | E                             | ✓                       |  |
| Good Level of Literacy skills   | E                             | ✓                       |  |
| Good level of Numeracy skills   | E                             | ✓                       |  |
| NVQ 3 in Business Administration or equivalent qualification or experience.   | E                             | ✓                       |  |
| <b>Experience:</b>  |                               |                         |  |
| Experience of general clerical/administrative work.   | E                             | ✓                       | ✓  |
| Experience of developing and operating a variety of administrative systems.   | E                             | ✓                       | ✓  |
| Experience of managing staff.   | D                             | ✓                       | ✓  |
| <b>Knowledge, Skills and Abilities:</b>   |                               |                         |  |
| Effective use of ICT packages, including the use of Microsoft Office with confidence  | E                             | ✓                       |  |
| Competent use of relevant administrative equipment/resources e.g. photocopier, fax and scanner.   | E                             |                         | ✓  |
| Ability to identify own training and development needs and cooperate with means to address these.   | D                             |                         | ✓  |
| High level of competence using the internet, word processing and databases including reporting in SIMS.   | D                             | ✓                       |  |
| Accurate keyboard/typing skills.  | E                             | ✓                       | ✓  |
| Excellent interpersonal, team work and communication skills.  | E                             | ✓                       | ✓  |
| A proactive and professional approach.  | E                             | ✓                       | ✓  |
| Good organisational skills.   | E                             | ✓                       | ✓  |
| Patient, calm approach to deadlines and pressure points.  | E                             | ✓                       | ✓  |
| To respect and uphold confidentiality at all levels.  | E                             | ✓                       | ✓  |
| <b>Further Requirements:</b>  |                               |                         |  |
| Experience of working both under instruction and on own initiative.   | E                             | ✓                       | ✓  |
| Knowledge of relevant policies/codes of practice.   | D                             |                         | ✓  |
| Ability to relate well to children and adults.  | E                             |                         | ✓  |

|  |   |  |   |
|--|---|--|---|
| Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.         | E |  | ✓ |
| To be responsible for promoting and safeguarding the welfare of children and young people within the school.                                   | E |  | ✓ |
| <b>VALUES-BASED BEHAVIOURS:</b>  |   |  |   |
| <b>Compassion:</b>   |   |  |   |
| Recognising need in others and acting with positive intention to promote wellbeing and improve outcomes.                                       | E |  | ✓ |
| <b>Aspiration:</b>   |   |  |   |
| Works to high expectations, modelling the delivery of high-quality outcomes.   | E |  | ✓ |
| Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence.                 | E |  | ✓ |
| <b>Integrity:</b>  |   |  |   |
| Acting always in the interests of children and young people.   | E |  | ✓ |
| Acting with a consistent and uncompromising adherence to strong moral and ethical principles.  | E |  | ✓ |
| Communicating with transparency and respect, creating a working environment based on trust and honesty.  | E |  | ✓ |
| <b>Collaboration:</b>  |   |  |   |
| Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others. | E |  | ✓ |