



Job Description

Post: Office Manager

Pay range: Scale H6

Reporting to: Headteacher

Ivy is a charity whose purpose is to provide education for the public benefit – this vision is based on four principles:

- We are one family of schools
- A good education is a birth right;
- We want to make it easy to make a difference; and
- We believe local leaders know their schools best.

Overall purpose of the post:

The school office is the engine room of the school. It has such an important role in ensuring the whole organisation runs smoothly and at Windhill21 we recognise how significant the impact of a well-run office has on a school. Our Office Manager will lead and co-ordinate day to day administrative, site and welfare functions. As part of their duties, they will be expected to work in conjunction with the Headteacher, Senior Leadership Team and the Trust Central Team.

Main duties and responsibilities:

- To be responsible for the day to day leadership, development and management of the administration team, site team and welfare staff
- To liaise closely with the Central Team and take responsibility for ensuring agreed procedures are followed at all times
- To undertake finance responsibilities as outlined by the school
- Support Headteacher with safer recruitment practices and school staff HR administration
- To attend regular Ivy Office Manager meetings
- To coordinate and supervise the work of office staff to ensure the school office is organised efficiently, being proactive and creative about making adjustments if issues arise
- To provide cover for the work of other members of the team according to workload pressures/staff absences, as required and as appropriate, to ensure the smooth running of the office functions
- To ensure all visitors and volunteers provide suitable documentation for safeguarding checks to be made where appropriate and keep Single Central Record updated to reflect this
- To be responsible for ensuring the accuracy of the student database
- To be responsible for the effective management of school administrative equipment and resources, ensuring that the office stationery and curriculum resources are at appropriate stock levels
- To be responsible for the school's general email address, responding to or forwarding emails where appropriate
- To ensure a responsive telephone service is in place at all times by dealing promptly with calls or referring callers to appropriate staff and taking messages in a precise, accurate and courteous manner
- To ensure a responsive and secure service is in place for visitors to the school, ensuring controlled entrance and exit and a polite and welcoming approach
- To liaise with school kitchens
- To oversee the Health and Safety within the school and report on or action where appropriate
- To oversee parent pay and ensure all parent payments are in full and on time
- To have an overview of school attendance and work with SLT to ensure absences are managed correctly
- To be there for the parents and children when they need support

All staff will:

- Promote equality of opportunity
- Follow safeguarding guidelines and child protection policy/procedures
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Be committed to achieving the Trust values
- Promote the Trust in the community
- Work in partnership with all colleagues including the Trust Board/ LGBs
- Follow the Code of Conduct for Employees at all times
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

All schools and services in the Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within the Trust are expected to share this commitment. The post holder shall ensure that the duties of the post are undertaken with due regard to the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post and is not a Contract of employment, nor any part of it. 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 those in a position of responsibility to undertake work of a similar level that is not specified in this job description.
- to work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children.
- To provide emergency back-up cover in the event of staff absence

Notes

This job description has been prepared only for the purpose of school organisation and may change either as a contract changes or as the organisation of Ivy is changed. The post-holder may be required to work in any of the offices/schools/ nurseries within Ivy, as directed by the CEO.



Office Manager Person Specification

Education and Experience:

- Prior experience in an office management role, preferably in a school or educational setting • A bachelor's degree in business administration, management, or a related field is preferred but not required
- Proficient in Microsoft Office Suite

Skills and Abilities:

- Excellent organisational and time management skills
- Strong communication and interpersonal skills, with the ability to interact with a variety of stakeholders including parents, staff, and students
- Ability to handle confidential information with discretion and professionalism
- Strong problem-solving skills and the ability to work independently
- Attention to detail and accuracy in record keeping and documentation
- Knowledge of basic accounting and budget management principles

Personal Attributes:

- Positive and proactive attitude
- Ability to work well under pressure and prioritise tasks effectively
- Willingness to learn and adapt to new technologies and procedures
- Commitment to fostering a welcoming and inclusive work environment
- Passion for education and dedication to supporting the values of our schools

At Windhill21, we value diversity and encourage applicants from all backgrounds to apply for this exciting opportunity.

Person Specification

Post:	Office Manager
Pay range:	Scale H6
Reporting to:	Headteacher

Essential	Desirable
Ability to forge effective internal and external working relationships at every level	Experience of a MIS (Management Information System)
Ability to motivate others and lead by example to ensure high performance	A good knowledge of ICT packages
Ability to communicate effectively, both verbally and in writing, with all stakeholders	
Ability to drive forward, cope with and adapt to change and to remain calm in stressful situations	
A commitment to promoting the ethos and values of the Trust	