



OFFICE MANAGER

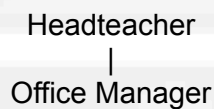
RESPONSIBLE TO: Headteacher

GRADE: L6

CONDITIONS: 37 hours per week; 40 weeks per year

PURPOSE OF POST: The Office Manager will have responsibility for the management of the administrative support services of the school and ensure that these services contribute to the smooth day to day running of the school. Supporting the vision, aims and ethos of the school, the post holder will contribute to the management strategy in accordance with the School Development Plan and other relevant action plans.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1. To review, develop, implement and monitor the appropriate clerical and administrative support systems and structures, to ensure the provision of ongoing effective management support for the smooth running of the school. Comply with financial regulations, school policies, personnel procedures, service level agreements and the regulations and directives as appropriate.
2. To manage all administrative staff (including those responsible for hospitality, site agent, school reception and clerical staff). This includes the allocation of duties, performance and development of staff to provide smooth and effective processing of the school's day to day administrative business.
3. To provide induction for all administrative support, premises staff and casual appointments to ensure full integration into school life and understanding of the priorities of working in a school
4. To conduct probationary periods with administrative support, premises staff including holding probationary meetings, completing probationary reports and arranging such meetings when required.
5. To oversee and complete the appraisal cycle for administrative support staff, ensuring the appraisal process for administrative support staff is completed in a timely manner.
6. To manage the school calendar with the Headteacher, liaising as necessary with relevant staff, outside agencies, pupils, and parents.
7. To be responsible for organising and coordinating all school hospitality and arrangements for meetings and any other events.



8. To ensure the identification and selection of administration support service providers; provide value for money for the school. Monitoring quality and service level agreements related to areas of responsibility and identify any concerns to the Senior Leadership in a timely, proactive way.

9. To liaise with the Trust's Central Team, Facilities Manager, HR Administrator and the Senior Leadership Team member responsible in coordinating the organisation of school trips and visits including ensuring that health and safety requirements are met.

10. To work with the data lead in planning for the most effective and efficient management information systems including maintenance, renewal and updating, to ensure the smooth running of the school. In conjunction with the senior leaders ensure security and compliance with the current legislation i.e.GDPR, responding appropriately to any change in requirements.

11. To liaise with Senior Leadership in respect of administrative support staff including booking mandatory training and other professional development.

12. To ensure that all tracking of pupils including reports and pupil data is effectively carried out by the clerical staff and data lead.

13. To manage electronic room bookings for the main hall, conference room and meeting rooms and liaise with site staff as appropriate ensuring note takers are available were required

14. To liaise with Year Team leaders and site staff to ensure that hall and classrooms are set up for parents evening, organise signage and name plates.

15. To manage the stationery supplies for the main office and senior leadership team. 16. To manage the school photograph process.

17. To manage the administration of S2S support, AnyComms, DfE, BBC Performance team

18. To oversee the return of the School Census and School workforce census 19. To oversee the distribution of pupil files to the new school.

20. To respect at all times the confidentiality of the work done and to maintain the high standards set and expected.

21. To undertake any other ad hoc duties requested by the line manager commensurate with grade.

Safeguarding Children

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. A Teaching Assistant at this level will take responsibility for pupils on placement. S/he should be involved in promoting the acceptance and integration of pupils with special educational needs and would be involved in promoting the acceptance and integration of pupils with English as a second language.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences, which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Trust.

Disclosures are handled in accordance with the DBS Code of Practice, which can be accessed via www.disclosure.gov.uk

Physical Effort: The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided where necessary. Office equipment.

Working Environment: There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell or when following care plans

Supervisory Management: Office support staff

Other: N/A

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any posts based in schools.



Person Specification: Office Manager (L6)

This acts as a selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	<ul style="list-style-type: none"> • Experience of management and supervision of employees performing similar work. • Experience of the management and use of IT administrative practices (e.g. Word, excel and powerpoint) 	1,2,3,5	<ul style="list-style-type: none"> • Experience in the Education sector. 	1,2
Skills / Abilities	<ul style="list-style-type: none"> • Strong analytical skills. Literacy skills to be able to draft reports, and understand complex written guidance. • Able to communicate effectively with parents, students, governors, external agencies and colleagues. • Presentation skills. • Ability to work with minimal supervision and direction. • Ability to adjust to constantly changing work demands and to meet competing deadlines. • Ability to develop the skills of others within a structured framework. • Ability to work as part of a multi 	1,2,3,5		





	<ul style="list-style-type: none"> disciplinary team. • Sound ICT skills. • Ability to manage the performance of others. • Ability to act on own initiative. • Ability to make effective decisions. • Consultation and negotiations skills. 			
Equality Issues	<ul style="list-style-type: none"> • Committed to the principles of equality of opportunity. 	1,2		
Specialist Knowledge	<ul style="list-style-type: none"> • Strong general administrative background 	1,2	<ul style="list-style-type: none"> • Knowledge and experience of SIMS packages. 	1,2
Education and Training	<ul style="list-style-type: none"> • Qualification relevant to the job, or good evidence of equivalent experience and training gained in the workplace. 	1,2, 4	<ul style="list-style-type: none"> • A recognised management qualification 	1,2
Other Requirements	<ul style="list-style-type: none"> Commitment to continuous professional development. • Able to work flexibly to meet the needs of the schools • Willing to train and administer first aid 	1,2 1,2 1,2	<ul style="list-style-type: none"> Ability to travel across Trust sites. 	1,2

1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise

We will consider any reasonable adjustments under the terms of the Equality Act 2010, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the Chiltern Learning Trust policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulation (2018)
- (iv) Code of Conduct