

# Office Manager – Job Description

**LOCATION:** The Leigh UTC (dual site encompassing the Inspiration Academy)  
**RESPONSIBLE TO:** Business Manager

The Leigh UTC places learning at the centre of every endeavour. Each member of the school community, through their actions, seeks to promote positive and effective learning for all.

## Job Summary

Ensure the effective operation of all aspects of the main academy office, reception and offices.  
 To proactively support the development of a dynamic learning community through effective delivery of administrative services to meet the needs of every stakeholder.

## Key responsibilities during the pre-opening phase of the Inspiration Academy

To carry out effective marketing of the Academy within the local community.  
 To set up, manage and update the Management Information System.  
 To work with the HR and Finance Managers within the Trust to assist with interviewing new staff, appointing and inducting new staff.

## Main Duties

- Line Management of the main office and administrative staff. Plan and co-ordinate their activities and ensure that deadlines are met.
- Quality Assure and proofread all correspondence produced from all staff below SLT level. Ensure that a corporate style and font is introduced and maintained.
- Ensure there is consistency in office practice within the administrative team.
- Identify the training and development needs and provide appropriate opportunities for individual development by means of performance management.
- Undertake whole academy administration and ensure deadlines are met.
- Undertake diary management and administrative tasks for nominated members of the Senior Leadership Team.
- Assist the SLT by typing correspondence and assisting with the administration for open events, organising the Admin Team support for Open Evenings and other main academy functions.
- To hold the post of Clerk to the Academy Board including preparation and distribution of all papers and minute taking.
- Arrange the purchase of supplies and services for general administration and ensure deliveries are checked and any discrepancies are taken up with the Finance Manager.
- Ensure that the administrative budget is managed efficiently on a day-to-day basis.
- Ensure that all records held in the Academy main office and college offices are secure and that confidentiality is a priority at all times.
- Support the Business Manager by undertaking the administration relating to the appeals process.
  - To oversee pupil medical matters as necessary.
  - To be responsible for the compilation of the content of the Academy Prospectus. Liaise with Graphic Designer and Principals to ensure a professional document is published. Ensure all drafts are proofread and amendments are made.
  - Work with Trust IT Team to produce marketing material such as leaflets, banners, posters, etc.
  - Organising and attending marketing events at Town Halls, Sales Offices, Schools, Primary Schools, etc.
  - Attendance at recruitment fairs when necessary.
  - Liaising with HR regarding new staff, changes to employment contracts and all other HR issues.
  - Under the guidance of HR, carry out the correct process for all new staff, volunteers, etc.

- Be responsible for overseeing the Academy website and social media content such as Facebook Campaigns. Ensure all information published is accurate and up to date. Source information to be placed on the website to make it interesting for all stakeholders e.g. Latest News.
- Management of the document storage system. Ensure that all users are fully trained and keep records up-to-date.
- Act as press liaison officer. Build up a relationship with local press in order to ensure the Academy receives a high profile within the local community such as running good news stories.
- Working with the member of staff responsible for admissions ensure timely and effective advertising is created and published.
- Managing the buying and selling of School Uniform
  - a. To plan and organise the sale of school uniform available through the academy.
  - b. Organise the school uniform events for sale of uniform to new intake.
- Oversee and be responsible for the Academy newsletter.
- To update Academy Policies.

### Review of Job Description

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Business Manager. This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties.

### Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Support the Academy in meeting its legal requirements for worship
- Promote actively the Academy's corporate policies
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate

### Signatures

The job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Employee**