

**JOB DESCRIPTION**

**POST: Office Manager (Primaries)**

**REPORTING TO: Head Teacher**

**RESPONSIBLE FOR: General Administrator /Reception (Primaries)**

**Job purpose**

This post holder will be responsible for:

* Ensuring that the Head teacher is fully supported in all aspects of her/his work including confidential matters;
* Advising on compliance with legislation and guidance, for example, DFE, data protection and Freedom of Information Act.
* Supporting and encouraging the school’s ethos and its objectives, policies and procedures.

The role is key to the delivery of the school’s strategic vision of teaching and learning.

**DUTIES**

* To provide administrative support to the Head Teacher, and where necessary the National Team, based within Denham Green.
* To support with the Head Teacher’s diaries and book all necessary travel arrangements.
* To attend leadership meetings where required and record and circulate accurate minutes.
* Deal with parents/staff and student enquiries and act as link between them and the Head Teacher.
* To undertake administrative duties for the School including data input, output and integrity within SIMS; assessment and reporting; census returns; admissions/leavers; exclusions; timetabling; student details; staff details; and collection of student attainment and assessment records.

**HR**

* To maintain the HR files for the Primary schools in Bucks and ensuring they are up to date and comply with safeguarding regulations and E-ACT, under the guidance of the Regional HR Lead.
* To maintain the Single Central Record for both Primaries to ensure that they are up to date at all times and comply with Ofsted regulations and under the guidance of the Regional HR Lead and System Leader Safeguarding.
* To support with recruitment including ensuring relevant checks are undertaken, for example references, DBS, Prohibition Checks, organising interviews, drafting offer packs under the guidance of the Regional HR Lead.
* To input sickness for all staff within the Academy and run reports as required for the Head Teacher and/ or Regional HR Lead.
* To be the first point of contact for day to day HR matters and to liaise with the Head Teacher and Regional HR Lead where appropriate.

**Finance**

* Receive money and maintain accurate records for trips, lunches etc.
* Operate Parent Pay, alongside the school secretary.
* Prepare banking for collection.
* Prepare invoices for Twilight Owls.
* Prepare orders to be submitted to the finance assistant.
* Support with payroll overtime claims, ensuring these are authorised prior to submission.

**Admissions**

* Oversee, the complete admissions process
* Provide accurate and timely information on the admissions process, and In-Year admissions to all enquirers
* Make decisions on unusual admission cases taking into account current legislation and the Academy’s processes and aims, and leading on all associated correspondence
* Liaise with the Local Authority over offer acceptances and the waiting list
* Prepare accurate paperwork for all admissions and related appeals
* Organise and ensure the smooth running of all admissions events in liaison with other schools as appropriate

**Data Administrator**

* Tasks include: data input, output and integrity within SIMS including staff and pupil attendance; assessment and reporting; census returns; admissions/leavers; exclusions; timetabling; student details; staff details; supporting the exams office in importing and reporting on examination data; and collection of student attainment and assessment records.
* To be the lead administrator for SIMs.

**General Administration**

* To support the School with general administration duties by overseeing the General Administrator/ Receptionist and ensuring that Reception is covering reception where needed.
* To support and co-ordinate day to day site queries and liaise accordingly with the Caretaker and Head Teacher.
* To be a First Aider and point of contact for students.

**Generic Support Staff Responsibilities:**

Be committed to working as part of a cohesive, supportive and forward-thinking team of colleagues with a shared vision designed to:

* To cover the Reception Desk when required with other members of the Administration team
* Raise student attainment so that all students progress to further and higher education and quality employment
* Place the Academy and its facilities and resources at the heart of the communities it serves
* Model the highest professional and personal standards to staff and students in all aspects of the role, leading by example and upholding the ethos of the Academy
* Ensure that all statutory requirements are met relevant to the role
* Lead, motivate, support, challenge and develop all staff, contributing to providing effective induction, continued professional development and performance management
* Create, maintain and enhance effective working relationships with staff
* Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear lines of accountability exist in the delegation of tasks and responsibilities
* Treat people fairly, equitably, with dignity and respect to create and maintain a positive culture and ethos
* Regularly review own practice and performance, set personal targets and take responsibility for own professional growth
* Manage own workload and that of others to allow for an appropriate work/life balance

*This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.*

*The Regional Directors and Head Teacher are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place.*

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**Post Holder:**

**Signed:** …………………………………..………. **Date:** ………………….

**Print Name:** …………………………………………….…..

**Headteacher:**

**Signed:** ……………………………………..……. **Date:** ………………….

**Print Name:** …………………………………..………..

**PERSON SPECIFICATION**

Whether you’re a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

* We want everyone to ***think big*** for yourselves and for the world around you;
* We want everyone to ***do the right thing*** in everything you do, even when this means doing something that’s hard, not popular or takes a lot of time;
* We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

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|  | **Essential** | **Desirable** |
| **Qualifications** | Attainment of GCSE qualifications 5A\*-C (equivalent) including English or Maths |  |
| **Experience** | Proven experience in a PA role  including diary management and  travel arrangements (at least two  Years). | Experience of reprographics – photocopying, collating and binding of documents  Experience of working in a  school or similar establishment  in the role of a PA or Office Manager.  Experience of using SIMS. |
| **Knowledge and understanding** | Highly computer literate, with knowledge of Microsoft Office, Word, Excel, PowerPoint and Outlook  Understanding of the main requirements of the Data Protection Act when dealing with sensitive information. | Working knowledge of website  management or willingness to  undertake training. |
| **Skills** | Good interpersonal, written and communication skills.  Highly effective organisational skills  Able to act with diplomacy, confidentiality and sensitivity | Ability to set up and maintain records and filing systems |
| **Personal characteristics** | Work effectively as a team player.  Ability to remain calm under pressure.  Use own initiative, work unsupervised and flexibly  Self-motivated  Willingness to take responsibility for CPD |  |