



## Job Description & Person Specification

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**Job Title:** Office Manager

**Scale:** LTA

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**Job Purpose:**

- To assist the Head of Support Services in providing a high quality, comprehensive, confidential and professional service to the Head of School and Leadership team.
  - To line manage the Administration Team.
  - To coordinate the administration of all Educational Trips and Visits.
  - To be accountable for the quality assurance of all communications to parents/carers.
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**Reporting Arrangements**

**Reporting to:** Head of Support Services

**Accountable for:** Administration Team

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**Office Manager Responsibilities:**

- Provide a full range of administrative duties to the Leadership team as required, including producing letters, reports and PowerPoints.
- Produce annual documents for the start of each academic year – Duty Rotas/Detention Rota/Lunch Rota and maintain changes throughout the year.
- Book conferences and travel arrangements as required.
- Maintain Professional Learning evaluations.
- Provide administrative support in respect of the Year 9 Options Process.
- Ensure all relevant paperwork for Educational Trips and Visits is accurate and completed on time.
- Liaise with the Local Authority in respect of the paperwork for school residential trips and the Duke of Edinburgh Awards.
- Maintain the useful staff documents folder.
- Maintain a comprehensive filing and retrieval system, both paper and electronic.
- Proactively seek to identify service areas where changes to systems will increase efficiency and add value to the school.
- Design the implementation of these new processes and propose/recommend new projects (e.g. Microsoft Forms).

- Assist the Head of Year and Head of Support Services in collating the information for the New Year 7 transition packs.
- Assist the Head of Year and Head of Support Services in annually producing the template for the journals used by students, ensuring that all the information is relevant and up to date and calendar dates have been fully amended.
- Assist the Trust Director of Assessment, Accreditation and Compliance with the administration of Subject Access Requests and GDPR.
- Assist the Head of Support Services with managing the schools' enquiries inbox, redirecting and actioning incoming emails as appropriate.
- Manage central orders ensuring value for money.
- Ensure all documentation produced is to a high standard and is in line with Laurus Trust branding.

### **Line Management**

- Allocation and monitoring of the work of Departmental and House Admin, First Aid, Reprographics and Events staff
- Ensure the quality of their work
- Be responsible for their motivation, training and development
- Undertake their Performance Development Review and arrange any training identified
- Assist with recruitment and selection of these posts as necessary

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### **Trust Responsibilities:**

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

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### **Safeguarding:**

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

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## Core Behaviours:

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

- **Adaptable** - Open to change, to be flexible.
  - **Courageous** - Willing to speak up, offer ideas, challenge the norm.
  - **Hard Working** - Strong work ethic, prepared to go the extra mile.
  - **Inclusive** - Treat others fairly and equally.
  - **Engaged** - Involved/absorbed in your work, participate at all times.
  - **Value** - Add value to your role, your team and the Trust.
  - **Enquiring** - Have an enquiring mind, curious, improve and find solutions.
  - **Motivated** - Pro-active, wanting to achieve goals, willingness to try, can do attitude.
  - **Encouraging** - Giving/offering support and confidence to others, working together.
  - **Navigator** - Providing guidance, leading when necessary.
  - **Tenacious** - Perseverance, never giving up, whatever it takes.
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**Person Specification:**

Attributes	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Sound educational background including GCSE's Maths and English (A*-C) or equivalent</li> <li>• Willingness to undertake further training</li> </ul>	
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Prior experience in a similar role</li> <li>• Experience of delivering to deadlines and achieving set targets to a high standard</li> <li>• Experience of allocating and prioritising workload effectively to gain maximum productivity</li> <li>• Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid training</li> <li>• Experience of working in a school environment</li> <li>• Experience of working with confidential information</li> <li>• Awareness of current issues in education</li> <li>• Line management experience</li> <li>• Experience of school MIS systems</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent planning and organisational skills</li> <li>• Ability to work independently to organise own workload</li> <li>• Strong interpersonal skills</li> <li>• Highly motivated individual with an innovative approach</li> <li>• Problem solving and analytical skills</li> <li>• Ability to demonstrate engaging oral and written communication</li> </ul>	
<b>Other Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to make effective decisions</li> <li>• Ability to work accurately and methodically</li> <li>• Excellent time management</li> <li>• Ability to remain calm under pressure</li> <li>• Flexible</li> <li>• Good team player</li> <li>• Willingness to undertake further training</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence</li> </ul>