

## Job Outline

# Office Manager

**Responsible to:** PA to the Headteacher  
**Salary Grade:** Scale 7, Points 19-24  
**Full time/Part time:** 37 hours per week, 39 weeks per year (38 weeks term time plus 1 week non-pupil days)

### **Job Purpose**

To be responsible for the management of the administrative support function, ensuring the provision of an effective and efficient service. To be responsible for office personnel matters and office staff development in liaison with the PA to the Headteacher. To provide administrative support to members of the Senior Leadership Team.

### **Safeguarding Responsibilities**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is 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. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

### **Key Responsibilities**

- Ensure appropriate administration support is provided to internal and external customers (e.g. staff, parents and contractors), ensuring appropriate cover is arranged for overflow calls, reception/telephone console or pupil reception at all times of the day.
- Develop and continually improve the services provided by the administration team.
- Assist in the organisation of events such as presentation evenings, parents' evenings, festive concerts, productions and external conferences.
- Provide complex advice and guidance to staff, pupils, parents and other relevant people.
- Administer the school's parent pay system, ensuring all the information on the system is accurate and that updates and returns are completed as required.
- Update general office procedures to reflect current practice.
- Manage online and paper filing systems in line with the **Data Protection Policy** and **Records Management Policy**.
- Operate relevant equipment and ICT packages, e.g. GSuite, Microsoft Office, internet, the MIS and email systems.
- Monitor and control devolved administration budgets.
- Oversee the monitoring and maintenance stationery stock levels.
- Line manage staff that directly report into the role, e.g. administration assistants, and ensure the effective and efficient operation of the department and that each individual is effectively deployed.
- Hold regular team meetings with staff directly reporting to the role to address any issues arising and bring these to an acceptable conclusion wherever possible.

- Be responsible for the performance management and professional development of staff directly reporting to the role.
- Be responsible for the recruitment and induction of new staff to the department.
- Maintain an accurate account of numbers of students on roll and support with the termly school census return
- Overall responsibility for the Admin and Reception email accounts, ensuring that emails are dealt with and responded to promptly and professionally
- Ensure that the school website is regularly updated with letters sent home, new policies and other appropriate communications
- To provide a professional and efficient administrative service and promote high standards across the administrative team.
- Oversee an effective file management system for standardised communications, ensuring that systems and structures are known and used by all administrative staff.
- Oversee the use of the Parents' Evening Booking System and provide parental support as required to ensure maximum attendance at Parents' Evening events.

### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

**The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.**