

**Executive Headteacher** Mr D Gurney BA (Hons) / NPQH / NLE  
**Head of School** Mrs V Smith BA (Hons) / PGCE

**Job Title:** Office Manager

**Accountable to:** Head of School

**Purpose of the Role:**

To supervise a team in providing a range of administrative support for internal and external customers.

**Main Duties:**

**Administration**

- have overall responsibility for ensuring the provision of high-quality administrative support services for all the academy's needs.
- to manage the compliance with UK GDPR with regards data protection and privacy notices

**Finance**

- responsibility for the security of all monies handled in the academy, ensuring that accurate records are kept.
- ensure compliance with the Financial Procedures Manual and the Academies Trust Handbook.
- assisting in the preparation of any statistical returns for the DfE, ESFA within the statutory deadlines.
- management of funds such as petty cash and income

**Staffing**

- To be responsible for general personnel matters
- To undertake performance management of administrative, site and catering staff
- To ensure that the academy is thoroughly safeguarded through the management and administration of the Single Central Record, DBS's, Barred List etc.
- Monitoring staff attendance, leave and punctuality and carrying out sickness attendance meetings using the policy for all staff
- Reporting sickness, attendance and punctuality issues to the Head of School, Executive Headteacher, COO, HR, Trust Operations Manager as necessary.

**Catering and site**

- have overall responsibility for ensuring the provision of high-quality catering to all stakeholders
- have overall responsibility for managing the site

**General**

- the postholder will comply with the academy's equal opportunities and inclusion policies ensuring their development and promotion within the academy.
- fulfilling any other duties as required by the Executive Headteacher, Head of School or COO
- Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.
- Employees are expected to present themselves and to act in a professional manner at all times.

## PERSON SPECIFICATION

CRITERIA		
EXPERIENCE/ KNOWLEDGE	<ul style="list-style-type: none"> <li>• Office Administration and organisation</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of working in a school/academy environment.</li> </ul>	D
	<ul style="list-style-type: none"> <li>• Supervisory experience.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of SIMS.</li> </ul>	D
	<ul style="list-style-type: none"> <li>• Human Resource management</li> </ul>	D
TECHNICAL/ JOB RELATED SKILLS	<ul style="list-style-type: none"> <li>• IT Literate – good, sound knowledge and ability to use software packages e.g. Excel, Word, Publisher, PowerPoint, Databases.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Accurate, speedy keyboard skills.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Effective organisational skills.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Excellent oral and written skills.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Prepare and write reports for the Head of School and Governing Body.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Ability to lead and motivate staff.</li> </ul>	E
PERSONAL JOB- RELATED SKILLS	<ul style="list-style-type: none"> <li>• Commitment to quality and continuous improvement.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Accuracy and attention to detail.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Confidentiality.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Integrity.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Team orientated.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Ability to work under pressure.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Ability to prioritise work and use own initiative.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Well presented.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Networking skills.</li> </ul>	D
	<ul style="list-style-type: none"> <li>• Customer orientated.</li> </ul>	E
OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>• Willingness to be flexible with working hours to respond to academy's needs.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Commitment to uphold the School Equalities, Data Protection and Health &amp; Safety Policies.</li> </ul>	E

**Key:**

**E – Essential**

**D – Desirable**