



## Job Description for Office Manager

<b>Job Title:</b>	Office Manager
<b>Position Level:</b>	Negotiable depending on experience
<b>Qualifications:</b>	Desirable but not essential
<b>Line Manager:</b>	School Business Manager

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### Key Roles

- Ensure the smooth running of the office on a day-to-day basis
- Responsible for ensuring the school is compliant with GDPR
- Managing a team of support staff
- Responsible for ensuring the ticket system is well managed and tasks are fairly distributed
- Implementing and maintaining procedures/office administrative systems
- Delegate work to staff and manage their workloads and outputs
- Record office expenditure and manage the office budget
- Oversee the recruitment of new staff, sometimes including training and induction

### Personal Skills Required

- Management, planning and leadership skills
- A good understanding of IT
- Organisational ability
- The ability to prioritise changing workloads
- Excellent communication and people skills

