

## Job Description

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Sir Geoffrey Leigh  
Academy

**Job title: Office Manager**

**Reports to: Principal**

**Location: Sir Geoffrey Leigh Academy**

### Job Summary

- Ensure the effective operation of all aspects of the main academy office, reception and offices.
- To proactively support the development of a dynamic learning community through effective delivery of administrative services to meet the needs of every stakeholder, contributing to the overall ethos, work and aims of the school.
- Providing personal assistance to the Principal with highly efficient support in managing and leading the school, ensuring the school is presented in the best possible light at all times.

### Main Duties

- Line management of the main office and other administrative staff. Plan and coordinate their activities, ensuring that deadlines are met and conduct regular check-in meetings with these staff members using ClearReview.
- To be the first line of contact between the Headteacher and any phone calls, requests from staff, students and visitors, ensuring only appropriate contact is made and manage all communications from the Headteacher to all employees.
- To provide efficient day to day administrative support for the Headteacher, including confidential personal assistance, the preparation of reports and routine responses to correspondence, minuting SLT meetings.
- Quality assure and proofread all Academy correspondence. Ensure that a corporate style and font is introduced and maintained.
- Ensure there is consistency in office practice within the administrative team.
- Identify the training and development needs and provide appropriate opportunities for individual development by means of performance management.
- Undertake whole academy administration and ensure deadlines are met.
- Undertake diary management and administrative tasks for the Headteacher
- To carry out effective marketing of the Academy within the local community via all channels, particularly via social media platforms.
- To work with the HR and Finance Managers within the Trust to assist with interviewing new staff, and appointing and inducting new staff.
- To support the Admissions coordinator with the management of the admissions process
- Assist the SLT by typing correspondence and assisting with the administration for open events, organising the Admin Team support for Open Evenings and other main academy functions.
- To hold the post of Clerk to the Academy Board including preparation and distribution of all papers and minute taking as well as preparing agendas and papers
- To organise disciplinary meetings and to provide notes of disciplinary meetings.
- Arrange the purchase of supplies and services for general administration and ensure deliveries are checked and any discrepancies are taken up with the Finance Manager.
- Ensure that the administrative budget is managed efficiently on a day-to-day basis.

- Ensure that all records held in the Academy main office and college offices are secure and that confidentiality is a priority at all times.
- Support the Business Manager by undertaking the administration relating to the appeals process.
- To oversee pupil medical matters as necessary.
- To ensure that Visits and Trips forms are collated properly prior to the trip for insurance reasons
- To provide exclusion letters and accurately record exclusions for the school's pupil census
- To be responsible for the compilation of the content of the Academy Prospectus. Liaise with Graphic Designer and Principal to ensure a professional document is published. Ensure all drafts are proofread and amendments are made.
- Work with the Trust IT Team to produce marketing material such as leaflets, banners, posters, etc.
- Organising marketing events at Primary Schools, etc.
- Attendance at Open evenings when necessary.
- Liaising with HR regarding new staff, changes to employment contracts and all other HR issues, ensuring that all new staff receive and sign the appropriate documentation.
- Under the guidance of HR, carry out the correct process for all new staff, volunteers, etc.
- To review and facilitate the updating of job descriptions across both the teaching and support staff.
- To ensure that Agency staff DBS information is stored for safeguarding purposes and recorded on Bromcom and the SCR accurately.
- Be responsible for overseeing the Academy website and social media content such as Facebook Campaigns. Ensure all information published is accurate and up to date. Source information to be placed on the website to make it interesting for all stakeholders e.g. Latest News.
- Management of the document storage system. Ensure that all users are fully trained and keep records up-to-date.
- Act as press liaison officer. Build up a relationship with the local press in order to ensure the Academy receives a high profile within the local community such as running good news stories.
- Working with the member of staff responsible for admissions ensures timely and effective advertising is created and published.
- Liaise with local and online school uniform provider and organise school uniform event for new intakes
- Oversee and be responsible for the Academy newsletter.
- To update Academy Policies.
- To undertake such other duties as the Headteacher may, from time to time, reasonably direct.

## **COPY TO ADD MORE HEADINGS IN GREY BOX FORMAT**

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

**Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.