

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Office Manager at BOA Digital Technologies Academy
<b>RESPONSIBLE TO:</b>	Principal
<b>SALARY:</b>	SCP 15 to 22 (£29,093 to £32,654 FTE, prorated to £26,445 to £29,682)
<b>WORKING PATERNS:</b>	Full Time (37.5 hours per week), term time only plus 10 days
<b>CLOSING DATE:</b>	Monday, 25 <sup>th</sup> August 2025
<b>INTERVIEW DATE:</b>	Week Commencing 25 <sup>th</sup> August 2025
<b>START DATE:</b>	September 2025 or as soon as possible

### **JOB PURPOSE**

The Office Manager plays a pivotal role in ensuring the smooth and efficient running of BOA Digital Technologies Academy's administrative functions. Acting as a key liaison between staff, students, external partners, and visitors, the Office Manager will provide high-level operational support to the Senior Leadership Team, manage and develop the administration team, and oversee a wide range of business and facilities-related responsibilities.

The postholder will line manage the wider administration team, including the Operations Administrator and PA, and the Receptionist. This role ensures that school operations uphold the highest standards of professionalism, compliance, and customer service.

### **DUTIES AND RESPONSIBILITIES**

#### **Office Management Duties**

- Lead, manage and develop the administration team, including appraisals, performance reviews and ongoing training.
- Serve as the central point of contact on behalf of the Principal and SLT.
- Support the Operations Administrator and PA by acting as a gatekeeper for communication and decision-making support to the Principal, including mail management and task delegation.
- Develop and maintain efficient office systems, managing both paper and electronic documentation.
- Attend key meetings, take minutes, and ensure timely follow-up on action points, including staff briefings and other all-staff events.
- Provide administration for the human resources function under the direction of BOA Group staff, including absence tracking, and staff pay adjustments in liaison with HR and finance.
- Manage the recruitment process including advertising, shortlisting and interview scheduling, under the direction of senior hiring managers.
- Produce HR documentation in accordance with best practices and in line with school policies.
- Support the administration and management of school financial systems including ParentPay and trip databases, working with the BOA Trust finance team and the wider admin team.
- Ensure pupil data accuracy for funding recoupment and maintain Bromcom and other pupil databases.

- Oversee day-to-day operational liaison with facilities for logistical needs (e.g. transport bookings, catering), delegating to members of the admin team as required.
- Supervise reception duties, visitor management, and meeting room bookings.
- Ensure full compliance with safeguarding policies, including visitor checks and single central record maintenance.
- Support the implementation of health and safety procedures, including evacuation protocols.
- Coordinate school events such as awards ceremonies, open evenings, and other functions in conjunction with BOA Group staff.
- Ensure high standards of presentation across school premises, in collaboration with facilities and reception.
- Ensure cover is provided for the Receptionist during absences and contribute to a collaborative front-office environment.
- Monitor and manage internal/external communications, post, and answerphone messages in line with customer service standards.

### **General Duties**

- To uphold the vision and values of the Group in every aspect of the role;
- Develop strong working relationships both personally and on behalf of the school with internal and external stakeholders; including, trustees, governors, members, representatives from employer partners, the DfE and others.
- To lead by example and model the highest professional standards to staff, students, parents and partners in all aspects of the role;
- To meet regularly with the Principal and be accountable for your own performance management;
- To attend meetings as required;
- To ensure effective use of resources to the benefit of all staff and students;
- To comply with health and safety rules and legislation, ensuring the safety of students and staff at all times;
- To comply with all policies and procedures of the BOA Group.
- Any other duties commensurate with the level of this post and as directed Chief Executive Officer.

**All offers are subject to clearance of references and enhanced DBS checks.**

### PERSON SPECIFICATION FOR OFFICE MANAGER

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

<b>REQUIREMENTS</b>	Essential/ Desirable
The post holder must be able to demonstrate:	
<b>QUALIFICATIONS</b>	
GCSE (or equivalent) grade C or above in English and Mathematics	E
Evidence of continuing professional development	E
Educated to A Level/Level 3	D
Higher education or relevant professional qualifications in HR, business or project management	D
<b>EXPERIENCE</b>	
Experience of working as a personal assistant at senior level	D
Demonstrable experience in producing high quality professional communications, especially accurate editing and proof reading	E
Communicating and working effectively and confidently with senior colleagues whilst maintaining confidentiality	E
<b>KNOWLEDGE AND SKILLS</b>	
Exceptional interpersonal and communication skills, to enable professional interaction with a wide range of contacts, both internal and external to the Group	E
Ability to organise and plan own work	E
Excellent attention to detail, with the ability to maintain a high level of accuracy	E
Ability to work on own initiative with a flexible and pro-active approach to work including the prioritising and reprioritising to meet deadlines with minimal supervision	E
Ability to deal with sensitive information with discretion and to maintain confidentiality	E
Excellent IT skills, including a working knowledge of presentation software packages, preferably Microsoft Office Word, Excel and PowerPoint	E
The ability to present information in an accurate and appropriate format	E
<b>PERSONAL ATTRIBUTES</b>	
Highest level of professionalism, discretion and diplomacy in dealing with confidential information, sensitive issues or high-profile contacts	E
Willingness to work flexibly occasionally having to work early or late to meet the demand of the role	E
Ability to work under pressure and meet deadlines	E
Flexibility and adaptability	E
Enthusiasm, optimism and energy	E