

Job Description

The BOA Group is a Multi-Academy Trust of specialist academies located in Birmingham city centre, in the hub of the creative and digital industries. Though based in Birmingham, the academies recruit from across the wider Midlands region.

The BOA Group is a distinctive Multi-Academy Trust, which has grown from our first school, Birmingham Ormiston Academy (BOA). We now have 3 purpose-built academies all located centrally and each with its individual identity.

BOA Digital Technologies, a brand new 11-18 Free School, welcomed its first cohort of Year 7 students in September 2022. By September 2024 there will be three full year groups from Years 7 to 9. Our vision is to offer a truly unique and distinctive education and provide a new model of teaching underpinned by digital skills and learning. Located in the heart of Birmingham's growing technology and digital hub, close to industrial and academic partners, and with first-class facilities, BOA Digital is looking to meet the UK's growing need for a high-class digital workforce.

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.

Job role	Office Manager
Location/Site	BOA Digital Technologies, Barrack Street, Birmingham
Salary / scale point	SCP 18 – 21. Pro-rota. Up to £30000
Reporting to	Principal
Hours (F/T, P/T, TT, F/Y etc.)	Term time plus 10 days
Job Summary	
To be responsible for the efficient and effective operations of the administrative aspect of the academy, including the reception. To provide high quality support to school leaders through line management of members of the administration team.	
Main responsibilities	
<ul style="list-style-type: none"> • To be responsible for other colleagues within the administration team • To ensure a smooth, professional and efficient reception and office environment • To communicate with external and internal stakeholders holders appropriately, including the local authority, governors, parents and staff throughout the MAT • To maintain appropriate resources necessary for the running of the academy • To set up, manage and maintain administration and office systems including computerised information and retrieval systems, to provide high quality and accurate confidential services that comply with GDPR frameworks • To review and manage ongoing CPD requirements for administration staff • To oversee and support the organisation of school events such as presentations and open events • To comply with academy policies including health and safety, e-safety, child protection and staff conduct • To support the MAT team in the induction of new staff • To support the weekly school calendar and briefings to staff • To support the updating of the school website • To support the collecting of information for the school census • To use, review use and develop school systems in BromCom, Parent Pay, CPOMS and communication tools with parents • To ensure that parental communication is passed correctly to appropriate staff • To support the production of teaching resources 	

Other		
Experience / Skills Required	Essential	Desirable
• Excellent English, maths and IT skills	✓	
• English and maths GCSE at grade 4 or above		✓
• Use of Microsoft programs including Teams, Excel, Published to a high, professional standard	✓	
• Excellent telephone and electronic communication skills	✓	
• To have worked in a school office environment	✓	
• To have an understanding of the use of appropriate software within a school environment	✓	
• To understand the need for professionalism and confidentiality with regards to student and parent information	✓	
• Understanding of assessment for learning strategies and how to use these in the lessons.	✓	
• Good Interpersonal skills, able to demonstrate excellent verbal and written communication skills with a broad range of stakeholders.	✓	
• Understand behaviour management strategies	✓	
• Positive attitude to equal opportunities.	✓	
• Understands how to track student achievement using data and intervention strategies to raise attainment		✓
• Good level of understanding of pastoral responsibilities within education.		✓
• Attends and actively participates in relevant meetings, as required.	✓	
• Ability to create cross-curricular links		✓
• Have the ability to build strong rapport with young adults, and have experience mentoring students	✓	
• Interest in own personal development and willing to develop through appropriate CPD opportunities	✓	
• Have experience in maintaining websites for an organisation		✓