



JOB DESCRIPTION & PERSON SPECIFICATION

SCHOOL: The Marvell College **GRADE: 5**

JOB TITLE: Office Manager **DATE PREPARED:**

JOB HOLDER: **REPORTING TO** Facilities & Administration Manager

EVALUATION DATE: **JE NUMBER:**

DIGNITY AT WORK: To show, at all times, a personal commitment treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes The Marvell College Equal Opportunities in Employment Policy.

PURPOSE:

Office Manager

To lead and manage the general administrative work of the school administration team, to ensure it runs smoothly, tasks are fairly shared and that at particular times of the year, office staff can provide support to other areas of school administration.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

- | | |
|----|---|
| 1. | To promote and safeguard the welfare of children, young people. |
|----|---|

	2. To be responsible for the Line Management of the Administration team.
	3. To be responsible for the quality of all general administrative work in the college, to ensure it is consistently and professionally presented.
	4. Manage and lead staff to achieve high performance and effective operational delivery, ensuring that areas of responsibilities are clearly defined and reviewed when necessary and developing and improving staff performance.
	5. To oversee the recruitment of new administrative staff to the college, providing a full induction, probation and training programme.
	6. To carry out staff appraisals, manage performance and take part in the disciplinary process for staff.
	7. To delegate work to staff and manage their workload and output ensuring adequate staff levels to cover for absences and peaks in workload.
	8. Responsibility for and ensuring the administrative budget is managed efficiently.
	9. Ensuring that all records held in the academy main office and college offices are secure and compliant with data protection requirements.
	School Administration:
	11. To develop and implement new administrative systems - when required.
	12. To check data protection laws are being adhered to in relation to the storage of data.
	13. To provide administrative support, evaluation of data/and produce reports/information as required by SLT.
	14. To support senior leaders with marketing for the college e.g. advertising, publications, website and twitter account.
	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the College, as your employer and you as an employee of the College. In addition to the college's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees.
GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of HCAT are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Partner areas.	

DIMENSIONS:	
All sections should be completed – if there aren't any state 'none'	
1. Responsibility for Staff:	
Responsible for the line management of the Administration team.	
Responsible for informing line manager and Headteacher of any issues arising with those staff.	

2. Responsibility for Customers/Clients:

The post holder is responsible for maintaining good relations with Staff, Parents, Governors and HCAT Trust Officers.

The post holder is responsible for creating a good impression personally, and through monitoring the quality of school correspondence/documentation and how we respond to customer/client contacts.

3. Responsibility for Budgets:

The post holder is responsible for the Administration and postage budgets.

4. Responsibility for Physical Resources:

Responsibility for necessary and appropriate equipment. Maintenance of an efficient working environment including filing and housekeeping systems.

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within the College:

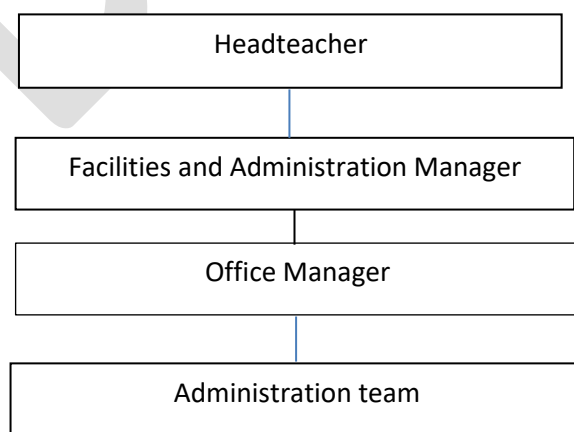
Headteacher, Leadership team, Finance Manager, Governors, Teaching Staff, Support Staff, St Mary's College, HCAT Trust Officers and Visitors.

2. With Any Other Council and Partner Areas

HCAT Schools & St Mary's College, Hull.

3. With External Bodies to the Council

ORGANISATION CHART:



	Tick relevant level for each category						
	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information (if applicable)
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	✓						
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	✓						
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	✓						

PERSON SPECIFICATION		Tick relevant column		List code/s*
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>		Essential	Desirable	How identified
1.	Qualifications:			
	GCSE's (or equivalent) in English and Maths	✓		CQ
	NVQ 3 or equivalent qualification or experience in relevant discipline	✓		CQ
2.	Relevant Experience:			
	Experience of data analysis		✓	AF, I
	Experience of using SIMS		✓	AF, I
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people and/or vulnerable adults (<i>service area to include where appropriate</i>).		✓	AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people and/or vulnerable adults (<i>service area to include where appropriate</i>).	✓		AF, I
	Good communication skills – written	✓		AF, I
	Good communication skills – verbal	✓		AF, I
	ICT skills	✓		AF, I
	Good interpersonal skills	✓		AF, I
	Negotiation skills	✓		AF, I
	Ability to use initiative and plan/prioritise work	✓		AF, I
	Ability to work to deadlines in a busy office environment	✓		AF, I

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	Accurate and well organised approach to work	✓		AF, I
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults (service area to include where appropriate).	✓		AF, I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults (service area to include where appropriate).	✓		AF, I
	Written Skills			
	The post-holder is required to exchange wide ranging complicated or sensitive information to a range of audiences.	✓		AF, I
6.	Other:			
	If there aren't any state 'none'			
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
7.	Competencies: Not applicable			
8.	Additional Requirements:			

PERSON SPECIFICATION		Tick relevant column		List code/s*
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	If there aren't any state 'none'		N/A	
9.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the The Marvell College obtaining a satisfactory Enhanced Disclosure from Disclosure and Barring Services. (if ticked as an essential requirement).	✓	N/A	DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	N/A	AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)