

Job Title: OFFICE MANAGER	Grade: G6
Department: PRIMARY ACADEMY	Accountable to: DESIGNATED MEMBER OF SLT
Contract: FULL TIME, TTO + 5 INSETS + 10 DAYS	Responsible for: ADMINSTRATIVE STAFF

Overall Purpose of the Job:

- Organise and supervise administrative systems within designated Primary academy.
- Support the planning, development and monitoring of administrative support services, including coordination and delegation of relevant activities.
- Act as link contact between designated Primary academy and Trust central team.

Key Outcomes/ Activities:
Operations

- Lead academy contact for the efficient delivery of administrative and local operational support systems, procedures and policies.
- Line manage administrative support staff.
- Deal with enquiries from parents, visitors and pupils.
- Support the organisation of academy educational visits or trips, providing administrative support to the EVC.
- Act as key facilitator between academy and central Trust team for all compliance related matters relating to health and safety, site management, HR, Finance, ICT, Data Protection, Freedom of Information and other relevant matters, ensuring provision of information required in a timely manner.

Administration

- Lead role in the maintenance of academy records, website, submission of Statutory Returns e.g. census, and data loads to DfE or Local Authority.
- Support the Head of Academy / Executive Principal with responses to correspondence and enquiries.
- Act as Clerk to the designated primary Academy Education Committee (AEC), attending 6 meetings per academic year.
- Provide administrative support to the AEC, Governors, Executive Principal / Head of Academy, and the Senior Leadership team.
- Support the Head of Academy / Executive Principal and Central Team with collation and preparation of reports.
- Assist the Senior Leadership Team and Trust central team with marketing and promotion of the academy.

Resources

- Provide details of staff changes, payroll matters and staff absences to the Trust central HR team.
- Support the new starter and leaver process with guidance from the Central Team.
- Liaise with Central Team for short or long term cover requirements.
- Provide guidance to staff at the academy as may be required commensurate with job role – forwarding complex queries and issues to the Trust central team.
- Support Central Team with internal and external audit requirements.
- Act as main point of contact for Catering service provider.
- Monitor designated academy resources within an agreed budget.
- Process and place orders, process debit card payments; utilising the SAGE finance system.
- Oversee daily bank reconciliation, petty cash, and ensure Loomis cash collection arrangements are undertaken within agreed process.
- Manage administration of facilities including premises, lettings etc using electronic compliance systems as required liaising with the Central Team for support and direction.
- Be responsible for oversight of day to day academy Health & Safety matters seeking advice on issues arising, compliance and policy changes / implementation from the Trust central team.
- Maintain oversight of and ensure all accidents are reported on Edudash.
- Maintain sufficient paper and stationary consumables, monitor back-ups are completing successfully, liaising with Central Team for any major ICT issues.

Requirements for the Job/Evidence

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements. Please note A = Application Form I = Interview/assessment process

Competency	Essential	*How Assessed	Desirable	How Assessed
Qualifications	NVQ Level 3 or equivalent qualification or ability to demonstrate an equivalent level of knowledge and experience in a relevant field GCSE English and Maths at Grade C or above or equivalent	A/I		
Experience	Experience working in an office environment Experience of line managing staff and delegating duties Experience of minuting or clerking meetings	A/I		
Knowledge	Excellent Numeracy/ Literacy Skills Effective use of ICT packages including Microsoft Office Understanding of relevant policies/codes of practice/legislation	A/I		
Physical Skills	Excellent keyboard skills in the use of computerised systems Ability to type proficient minutes and documents to a high standard	A/I		
Competencies and other skills required	Ability to organise and motivate other staff Ability to plan and development systems and processes Ability to relate well to children and adults Work constructively as part of a team, understanding academy roles and responsibilities and your own position within these Ability to self-evaluate learning needs and actively seek learning opportunities Ability to seek advice and guidance from other colleagues at appropriate time and act / deliver on advice and guidance received in a timely and proficient manner Excellent communication skills with ability to liaise with colleagues at all levels; and contacts inside and outside of own academy or organisation as may be required	A/I		

Responsibilities

- Contribute to and uphold the overall vision and ethos of the Accord MAT.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work, working in partnership to ensure effective working relations.
- Treat all users of the academies within the MAT with courtesy, respect and consideration.
- Be aware and comply with all Accord MAT and Academy Policies at all times.
- To be aware of and support difference and ensure equal opportunities for all.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the grade of the post as directed by the Executive Principal, Head of Academy, central Trust team and/or CEO.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibilities for Resources:

Line Management Responsibilities: Line management of identified academy administrative staff.

Financial Responsibilities:

Monitor resources within an agreed budget. Provide financial information to the Trust central Finance team as required. Collection of cash and/or cheques from parents on a regular basis reporting monies received in line with financial procedures.

Physical Resources:

Academy contact for facilities/health and safety – taking direction from the Trust central team.

Responsibility for management information systems associated with role, and the accurate confidential processing and reporting of the data including pupil data.

Responsibility for People:

The jobholder has a responsibility for implementing regulations and providing advice and guidance on established internal policies and procedures.

Close liaison with internal and external partners, organisations and stakeholders.

Responsibility for Policy Developments:

No direct responsibility with regard to policy development.

Responsibility for Pupil Outcomes:

Indirect impact on pupil's outcomes as the jobholder's role links to the provision of a successful and efficient administrative and operational service to the academy and staff.

Working Conditions:

This post is full time, term time only plus 5 Insets and 5 additional days per year. There may be a requirement to work flexibly throughout the course of the week, and support at after academy hours events as may be required.

Main Contacts:

The jobholder liaises with the Trust central team, Executive Principal, Head of Academy, Senior Leadership Teams, staff, pupils, parents and carers, and visitors to the academy. .

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: May 2019

Signature of Jobholder: **Date:**

This is a description of the job as it exists at present; all Accord Multi Academy Trust Job Specifications are reviewed and are liable to variation as determined by the Executive Principal, Head of Academy and/or CEO in consultation with the post-holder in order to reflect future developments, roles and organisational change.