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| **Job Title:** Senior Office Manager | **Salary Range:**  Grade 3b |
| **Responsible to:** Headteacher | **Location: Central Academy** |

***This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.***

**The Role**

The post holder will manage the administrative and operational support for Central Academy.

**Key responsibilities**

**Administration**

1. Provide full administration support for the school and ensure school administration staff are organised, directed, trained, developed and appraised to meet their requirements to support and facilitate the delivery of the curriculum and to assist with their recruitment.
2. Update general office procedures to reflect current practice and embrace new technologies.
3. Assist SLT with specific administrative tasks as and when required.
4. Oversee statutory compliance and submissions.
5. Ultimately responsible for all new admissions and ensuring a smooth admission process, including maintaining the waiting list.
6. Ensuring the MIS system is up to date and contains accurate up to date information.
7. Overseeing mobile phone confiscation process.
8. Oversee whole school communications platforms and processes.
9. Management of room bookings including F&B organisation.
10. Management of minibus and schedules.

**Organisation**

1. Ensure the effective operation of the school reception/office, so that all visitors, staff and pupils are greeted in a friendly and appropriate manner, their enquiries are dealt with promptly and they are directed to the appropriate person/location.
2. Safeguarding – oversee entry/exit procedures to/from the school for all staff, pupils, parents, carers and visitors.
3. Assist the school staff in the organisation of events such as sports days, parents’ evenings, productions etc and to organise associated administration.
4. Be actively involved with strategic projects as directed by the Headteacher.

**HR and Safeguarding**

1. Co-ordinate and manage the complete induction process for all new staff to the school and also oversee the administration processes involved when a member of staff leaves.
2. Oversee all DBS checks and the ‘Single Central Record’.
3. Support the Headteacher and Headteacher’s PA with admin support for HR.
4. Absence Management tracking and uploading to SIMS and People.

**Resources**

1. Ensure adequate stationery stock levels for the office and school are maintained

**Management**

1. Hold regular team meetings with the office staff to address any issues arising and to bring these to an acceptable conclusion wherever possible.
2. Co-ordinate the office team.
3. Link to SLT for upcoming administrative support.
4. Be responsible for certain aspects of performance management and professional development for the office team.

**General**

1. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.
2. Carry out all duties with regard to the school’s policies and codes of conduct.
3. Participate in training and other learning activities as required and to participate in appraisal and professional development.
4. Set high expectations of conduct, whilst acting as a good role model for others.
5. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.

**Safeguarding**

The jobholder is expected to observe their obligations in accordance with the CORE Education Trust Child Protection Procedure, and to report any concerns that they may have regarding a child or young person’s welfare to the appropriate person. A copy of the Child Protection Procedure can be obtained from the jobholder’s line manager.

**People**

The jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description.

**Staffing**

Line manager for all office administrators including reception.

**Risk**

Responsible for identifying financial risks such as cash not secured, potential theft or impropriety

**Physical Resources**

The post holder will be responsible for the physical resources required to perform their role e.g. computer, software.

**Special Conditions of Employment**

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

**Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be accessed via the jobholder’s line manager and must be observed.

**Equality and Diversity**

CORE Education Trust is committed to equality and values diversity. As such it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

**Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

**Mobility**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Academy they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.