



## JOB DESCRIPTION

**NAME:**

**POST:**

**Academy Office Manager**

**GRADE:**

**Grade 7 (SCP 23-26) – depending on skills, experience and administration qualifications**

### **Working hours**

37 hours per week, Monday to Friday

Term-time only, plus three weeks or more during school holidays.

### **Relationships**

The post holder is accountable to the Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with the People Team, team members and support the team when necessary.

This role will require establishing and maintaining robust professional relationships with the academy's parent body and academic staff. The role is directly accountable for the responsibilities documented below, although this is not an exhaustive list and the position may require additional accountabilities – through discussion. The colleague holding this position will report directly to the Principal, but will also form a strong link with the rest of the academy's leadership team.

### **Purpose**

The office manager is responsible for overseeing the daily administration of the academy office. They are also responsible for all administrative, admissions and organisational

processes within the academy, maintaining confidentiality at all times. They assist with all the planning and development of support services. They will also provide assistance to the academy's leadership team, notably the academy's Principal.

## **Main duties & responsibilities**

### **Organisation**

- Contribute towards the planning, development and organisation of the support service systems, procedures and policies.
- To supervise and engage in undertake general office duties including reception of visitors and ensuring compliance with safeguarding procedures, dealing with enquiries from pupils, staff, parents and visitors, answering telephone enquiries, opening and distributing post, monitoring the school email system, and providing administration support to the academy including booking coaches for trips, all correspondence, communicating daily changes to school sporting events and after school clubs.
- Supervise, train and develop additional administrative staff as appropriate.

### **Administration**

- Manage manual and online information management systems (especially Arbor) and maintain the academy website.
- Analyse and evaluate data/information and produce reports/information/data as required
- Provide administrative and organisational support to other staff.
- Oversee and organise the management of admissions procedures in line with the academy and local Council's Criteria, maintain waiting lists and allocate spaces accordingly in line with the academy's admissions policy.
- Keep records in accordance with the academy's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Manage the induction process for new children.
- Book training courses for all staff.
- Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required.
- Support the data protection officer with ensuring data protection compliance and helping the academy community understand how to comply with data protection law.
- Prepare, administer and submit the bi-annual Academy Census.

### **Resources/Human Resources**

- To be responsible for the monitoring and ordering of office stationery, assisting with whole school ordering – receiving stock, checking and distributing stock and dealing with queries' ensuring best value following the academy's purchasing processes.
- Oversee and operate relevant equipment and IT packages (e.g. the academy's attendance system/Arbor).
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in the academy.
- Assist with marketing and promoting the academy (via the academy's website).
- Manage office expenditure with an agreed budget.
- In conjunction with the academy's leadership team to manage service contracts.
- In conjunction with the academy's leadership team to manage academy licences and insurances.
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available.
- To process payroll for the academy, ensuring information on new starters, leavers and variations to contract are captured, dealing with monthly payroll queries and conducting payroll checks with Finance before the payroll is finalised each month.
- To ensure all personnel records are maintained in line with Trust procedures, are kept up to date and comply with Data Protection principles.
- To ensure that the school census and school workforce census are completed in line with DfE deadlines.
- To lead and be responsible for ensuring Trust recruitment processes and procedures are complied with. These include preparation of all documentation, interview processes, ensuring relevant recruitment checks are in place prior to staff commencing employment ie. DBS, medical, references, right to work, etc.,
- Manage the staff absence register and input absences into SAMPeople.
- To lead on the management and administration of sickness absence within the academy, ensuring monthly staff absence returns to payroll, return to work meetings with staff on day one of return, trigger points are identified and actioned, entries are made on SAMPeople, Occupational Health referrals are made where required, undertake regular monitoring of sickness absence to identify patterns of absence and identifying issues to the Principal and Trust People Team.
- Conduct investigations of both grievance and disciplinary issues.
- Be the first point of call for people queries.
- Run induction for new starters, temps etc.
- Deal with the starting and leaver process.
- To ensure that the single central register is completed accurately and is up to date at all times.
- To manage DBS checks and ensure they are updated as per recommendations.

## Responsibilities

- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the whole school Child Protection Policy.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the academy working environment.
- Contribute to the overall ethos/work/aims of the academy.
- Establish constructive relationships and communication with all staff and other agencies/professional.
- Responsible for assisting in promoting our Trust within the local community.
- Responsible and accountable for any other duties commensurate with this post as directed by our Trust Business Director/Associate Principal and CEO.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Lead and maintain an office team that delivers and meets the needs of the academy.
- To line manage the administration team ensuring an efficient, effective and confidential service is provided to the academy.
- To conduct appraisals of the office team as required.
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building.
- To maintain confidentiality at all times.

## Additional Responsibilities

- Maintain the secondary role of PA to the Principal – supporting, informing, liaising with and providing information to the academy's Principal and wider leadership team.
- Support the academy leadership team to manage and organise events/the Academy's weekly/termly/yearly events calendar.
- Support the co-ordination of academy events and to liaise with the academy's PTA to achieve this aim.

- Maintain strong professional links with the academy's parent body in order to facilitate an effective communication between academy and home.
- To manage the academy payment system including: lunches, trips and other additional financial aspects (relating to academy money).

Whilst this is not an exhaustive list and other accountabilities maybe required of this role (through discussion), care must be given to ensure that there is not overlap or interference with any other non-academic roles.

### Line management process

This role will be line managed by the Principal, who will review the position on an annual basis and adapt the key responsibilities as required. As part of the line management process, this role is entitled to three performance management meetings throughout the academic year. The first will establish objectives/targets for personal and professional development/growth to be achieved throughout the year. The second meeting will review and update these aims; and the final meeting will conclude the overall success of the targets and provide a full review of the colleague's performance throughout the year.

In conjunction with the performance management process and the professional development targets that are established, training, coaching, guidance and professional support may be offered. The colleague who takes on this role is expected to embrace the support offered and fully engage with the line management process.

### General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.

- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

### **Additional information**

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

**Signed:** ..... **Date:** .....  
**Post Holder**

One copy to be retained by member of staff and one kept on the employee's file.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines.  
 This post is exempt from the Rehabilitation of Offenders Act 1974.**