

## JOB DESCRIPTION

<b>POST TITLE:</b>	Office Manager
<b>LOCATION/BASED:</b>	Callerton Academy
<b>GRADE:</b>	N7
<b>RESPONSIBLE TO:</b>	The Principal
<b>CORE PURPOSE:</b>	To manage administrative support staff with in the school including reception staff

### MAIN DUTIES & KEY RESPONSIBILITIES

**Main Duties:** The following is typical of the duties the post holder will be expected to carry out. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Line Management of the Administration Team
2. Lead on efficient running of the main school office, including arrangement of on call days for staff during the school holidays.
3. To maintain appropriate data and information records ensuring their security and confidentiality.
4. Ensuring the effective management of communications to and from school staff to parents including the preparation and redaction, as required of school documentation.
5. Responsibility for maintain effective filing systems, including maintaining the main school file archive.
6. Responsibility for effective methods of date collection, retrieval and analysis, utilising a broad range of IT hardware and software packages.
7. Ensuring that office machinery, stationery and other office consumables are ordered in accordance with purchasing procedures.
8. Respond to queries, verbal and in writing, arising from a variety of sources (eg schoolcomms) and decide on subsequent action, including drafting responses on behalf of school staff, having undertaken appropriate research.

9. Manage manual and computerized records and information systems including ensuring that personal information and assessment data is up to date on the school SIMS system and that required information is exchanged and updated as required for leavers and admissions.
10. Support the Exams Manager and Data Manager with smooth delivery of all administration related to results day.
11. Collate pupil records, prepare any reports for staff to the requested specifications and take minutes and meeting notes as required.
12. Support the Data Manager in appropriate DfE and LA Statistical returns, including the school census.
13. Assist in the training of (and demonstration of duties to) support staff and volunteers, including managing and monitoring the training of any apprentices.
14. Supporting the administration of exclusions, including administration and meeting minutes associated with the PDC (Pupil Disciplinary Committee), as and when required in conjunction with the PA to the Principal.
15. Responsibility for information collection and input associated new admissions and leavers to maintain a fully accurate school roll.
16. Support in any administration in relation to NHS vaccination programmes.
17. Liaise with external providers as required including coordinating any maintenance of essential services.
18. Responsibility for all free school meals administration.
19. Coordinate the confidential and secure disposal of paper based school information.
20. Be the link with IT to update staff permissions, request IT access for new starters, prepare IT approval forms.
21. Prepare and manage all rotas, for example the student arrival and departure, break duty, fire duty and detention.
22. Lead on compliance with data protection policies including DPIAs being regularly reviewed and updated and liaise with DPO at need.
23. Approve/decline applications for data transfer in Wonde.
24. Responsible for collating SARS and FOI requests
25. Manage access to the L drive, O drive and other Admin sites on other portals eg VLE
26. Assist in maintain a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.

27. To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.

## GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

## PERSON SPECIFICATION

**POST TITLE: Office Manager**

<b>SKILLS, KNOWLEDGE AND APTITUDES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Ability to motivate and lead a team of people.	✓	
Excellent interpersonal and communication skills	✓	
Excellent ICT and keyboard skills including the use of Microsoft applications (specifically Word and Excel)	✓	
Ability to work to deadlines, prioritize and deal with the varying workload	✓	
Ability to deliver outstanding administrations support to a large school	✓	
Ability to support Exams and Data teams when required		✓
Working knowledge of SIMS and other systems		✓
<b>QUALIFICATIONS AND TRAINING</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Good general education	✓	
Excellent telephone manner	✓	
First class customer care skills	✓	
Ability to lead, inspire and motivate	✓	
<b>EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Experience of managing a team of people	✓	
Experience of clerical/administrative work	✓	
Experience of dealing with a variety of people both face to face and over the telephone	✓	
Experience of dealing with a range of IT systems.	✓	
Experience of an educational environment		✓
Experience of contributing to the school census.		✓
Experience of managing SARS, FOI data protection collation		✓
<b>PERSONAL QUALITIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.	✓	
Ability to deal confidently with a wide range of people to get the best out of them.	✓	
Ability to relate well to colleagues, staff and students	✓	
Team player with initiative and flexibility	✓	
Ability to form and maintain appropriate relationships and personal boundaries with students	✓	
Ability to demonstrate a conscientious and flexible approach		✓
Interest in, and commitment to the whole school as a community		✓

Commitment to support Gosforth Group's agenda for safeguarding and equality and diversity	✓	
Sympathetic to and supportive of the Multi-Academy Trust model and ethos of the Gosforth Group	✓	
A commitment to child protection and safeguarding.	✓	
<b>SPECIAL REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving license and access to a car during working hours.		✓

***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***