



## Job Description

### General Information

<b>Job Title:</b>	<b>Office Manager</b>	<b>JD Code: JDA55</b>
<b>Accountable to:</b>	<b>Operations Manager</b>	
<b>Contract Basis:</b>	<b>Full Time (37 hours per week)</b> <b>Whole Year</b>	

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### **Line Management:**

The post holder will be accountable to the Operations Manager for all initiatives related to this post.

### **Job Purpose/Summary:**

To be responsible for overseeing the daily administration of the school office including line managing administrative staff. Under the direction of the Operations Manager, be responsible for all administrative processes within the school, maintaining confidentiality at all times. To take the lead on HR administration.

### **Key Tasks and Accountabilities:**

#### **Organisation**

- Supervise the day-to-day work of the administrative function of the school office
- Contribute towards the planning, development and organisation of the support service systems, procedures and policies
- Manage, supervise, train and develop administrative staff as appropriate including the allocation and checking of work
- Develop an office team that delivers and meets the needs of the school
- 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 manage and resolve complex telephone and face to face enquiries
- To liaise with external agencies and provide information as required
- Send out whole school texts/letters/e-mails as required
- Attend and participate in meetings as required
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate people.



## **Administration**

- Assist in management of all information systems as required
- Manage the administration inbox and redirect as required whilst ensuring urgent matters are prioritised
- To assist in the administrative duties for the school including integrity within SIMS, census returns, admissions/leavers, exclusions, pupil details and staff details
- To provide administrative support to the Senior Leadership Team for school events as directed by the Operations Manager
- Assist in organising the management of the admissions procedures in line with the Admissions Policy maintaining waiting lists and allocate spaces accordingly in line with the schools' admissions policy
- Under the supervision of the Operations Manager assist with recruitment when required including ensuring relevant checks are undertaken, for example references, DBS, prohibition checks, organising interviews
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Complete any ad hoc reports for Governors meetings as required
- Support the Operations Manager with ensuring data protection compliance and helping the school community understand how to comply with data protection law

## **HR/Payroll**

### *Payroll*

- Collect and check all relevant data to prepare monthly submissions to the payroll provider
- Submit all relevant information to payroll according to agreed timescales
- Maintain salary records for all staff
- Provide reports to Senior Leaders as and when required
- Act as central point of contact for all staff regarding pay queries

### *Recruitment*

- Coordinate advertising and application receipt processes
- Assist in the preparation for and delivery of interview days, liaising with Subject Leaders and the Principal

### *Onboarding / New Starter Process*

- Ensure pre-employment checks are undertaken
- To assist with preparation of new staff and their induction process

### *General*

- Preparation of standard letters
- Preparation of references
- Maintain and input data onto HR systems, ensuring that the information is accurate, including physical and digital filing

**In addition, the post holder should:**

- share the school's vision and aspirations and follow all school policies
- be flexible and adapt to change
- have a pro-active approach to work and demonstrate initiative and rigour
- be a role model and act as an ambassador for the Wade Deacon Trust in and outside of the school by speaking positively about the school in the community and upholding a 'Commitment to Excellence' at all times by dressing appropriately
- undertake training when necessary to enable all duties to be performed effectively

**All members of the administration team are expected to undertake a collective responsibility for ensuring that:**

- The office is manned by at least 2 staff at all times ensuring efficient staffing of all reception points for staff, visitors and students
- The office area is kept tidy at all times

**Other duties**

- To carry out any other duties reasonably requested by the Principal and/or Line Manager

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure and satisfactory medical clearance.

*This is not a comprehensive list of all tasks which may be required by the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.*

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>A. Education and training</b>	<ul style="list-style-type: none"> <li>Level 2 qualification or equivalent in Maths/numeracy and English/literacy or equivalent qualification</li> <li>Evidence of Continuous Professional Development</li> <li>Willingness to undertake appropriate first aid training</li> </ul>	<ul style="list-style-type: none"> <li>First aid training</li> <li>CIPD qualification</li> </ul>
<b>B. Skills and abilities</b>	<ul style="list-style-type: none"> <li>To have the ability to prioritise and organise own workload</li> <li>Relate to and work well with others as a member of a team</li> <li>ICT skills in the use of Microsoft office and other School software</li> </ul>	
<b>C. Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Experience of working in an office environment.</li> <li>Experience of working in a school environment</li> <li>Experience of maintaining manual and computerised records and/or the management of information systems.</li> <li>Experience of meeting deadlines to ensure the effective management of resources.</li> <li>Ability to relate well to children and adults</li> </ul>	
<b>D. Personal qualities</b>	Evidence of <ul style="list-style-type: none"> <li>constant and consistent expectations of high standards</li> </ul>	
<b>E. Approach to work</b>	Evidence of <ul style="list-style-type: none"> <li>high motivation and professional commitment</li> <li>a commitment to and understanding of equality of opportunity</li> </ul>	