

Job Description & Person Specification

Job Title:	Office Manager
Service / Provision:	St Marks CofE Junior School / Wyndham Park Infant School
Job Family:	Support Staff
Line Manager:	Headteacher
Salary Grade	
Annex	Please ensure you refer to Annex 1 with this job description

With support from the Headteacher (HT) and relevant Central Services colleagues, be accountable for all administrative, financial and organisational processes within the Education Provision (EP) office across both St Marks CofE Junior School and Wyndham Park Infant School.

Key accountabilities, duties and responsibilities

- Lead on and ensure the administrative team provide a comprehensive administrative support service to the HT, Senior Leadership Team (SLT), the wider EP team and orchestrate the EP office to ensure that routine clerical functions are undertaken efficiently
- Own Personal Management Reviews (PMRs) for the administrative team including undertaking appraisals and setting targets and act responsibly for your own
- Complete and submit complex forms, returns etc., including those to outside agencies i.e. DfES, Central Services, referrals to other agencies etc
- Act as the main point of contact between Central Services and all employees at the EP, including undertaking any related administrative functions, processes and procedures
- Work with SLT to monitor employee absence and update the daily records, produce percentages, updating SLT & People Services on a regular basis, keeping all systems up to date in a timely manner
- Work with People Services to arrange attendance and well-being monitoring meetings, including follow-up meetings as required
- Provide accurate employee attendance data for LGC meetings throughout the academic year
- Oversee production of all purchase orders (POs) and work with the EPs Finance Manager
- Lead administrative meetings attended by the HT and Administration Assistant
- Assist the HT and SLT with the planning and development of support services.
- Accountability for annual reviews of Education, Health & Care Plans (EHCPs) with accuracy and in line with GDPR
- Assist HoEP with the organisation and administration including costs relating to all Continued Professional Development (CPD) training and Teacher Development Days (TDDs)
- Support the Administration Assistant to ensure that pupil records are accurately maintained and reported on or transferred as required
- Support the office team for the school to ensure that visitors and contractors are dealt with appropriately in line with the EP's and wider Multi Academy Trust's Safeguarding procedures
- Comply with MAT-wide and EP local policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person, liaising with Central Services Health & Safety contact as necessary
- Support Resourcing/People Services and SLT with new starter paperwork or set up and induction as necessary
- Control of any post that comes into the EP office
- Work with Central Operations colleagues to support maintenance bookings/planned works as required
- Oversee the smooth running of EP trips/bookings and communications

- Maintain the Single Central Register (SCR) ensuring statutory compliance and Ofsted requirements
- As required, base yourself at either EP for cover as needed, continuing a smooth run of service

Tasks/duties	Essential skills	Desirable skills
Qualifications & Training	<ul style="list-style-type: none"> • Minimum Level 4 (A-C) qualification in English and Mathematics • Undertake training necessary for the post to include first aid, Child protection, Team Teach and any other training that is appropriate Open to further training/Continued Professional Development (CPD) appropriate to the role 	<ul style="list-style-type: none"> • Understand the Data Protection act/GDPR • Prevent Training • Safeguarding Training
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of leading a team • Experience of financial management, invoicing, accounting and procurement • Demonstrable previous senior reception/administration experience • Experience of working in a school or similar environment • System and report writing – generating demand led reports and letters • Strong ICT skills and proficient in the use of Microsoft/Word/Excel • Customer Service front facing experience • Record keeping management • Management Information System (MIS) experience and knowledge of • Minute Taking and follow ups 	<ul style="list-style-type: none"> • Experience of managing and leading employee Performance Management Reviews (PMR) • Experience of managing delegated budgets • Experience of project management/leadership • Have experience and understanding of practice and principles for Safeguarding children and young people (CYP) or vulnerable adults within an educational setting
Skills & Abilities	<ul style="list-style-type: none"> • Able to work collaboratively as part of a team and individually • Ability to effectively use ICT for a variety of purposes including Microsoft package, Teams, Outlook • Aware of time pressures and the need for effective time management • Organised and efficient with excellent data accuracy • Able to take responsibility and use own initiative • Flexible and adaptable to change and needs of the role • Excellent professional written and verbal communication skills • Experience of motivating others • Remain calm when dealing with challenging behaviour 	<ul style="list-style-type: none"> • Ability to use Excel effectively for reporting