

Job Description & Person Specification

Job Title:	Office Manager
Service / Provision:	Exeter House
Job Family:	Support Staff
Line Manager:	Head of School
Salary Grade:	C Grade
Annex:	Please ensure you refer to Annex 1 with this job description

To support and manage an office environment with professionalism, effectively leading and managing colleagues to secure the highest quality support for the school, promoting the Trust's vision and aims.

Key accountabilities, duties and responsibilities

- Provide a comprehensive administrative support service to the Headteacher and the school staff, and organising the school office to ensure that routine clerical functions are undertaken efficiently and in a compliant way. This will include the delegation of some tasks to other members of the Administration team
- Lead on all aspects of pupil administration including administration for consultations, admissions, registration, leavers, and attendance monitoring in conjunction with HoS, DSL & FSW.
- To maintain the office calendar, arranging appointments and liaising with staff regularly to follow up on external and internal communications.
- Work in partnership with school staff and families to ensure engagement with the education system, aiming to foster positive and functioning relations between home and school.
- Lead on pupil lunches, ordering, liaising with the kitchen /classes and developing the process with regard to payment. Co-ordinate payments.
- Promote stakeholder engagement and liaising with parents with regard to pupil administration.
- Work with external bodies such as social care, transport, and health services to establish a more joined up coherent system to support young people and their families in liaison with class teachers and other internal professionals.
- Champion the use of the school's MIS systems, their use and development throughout the site, ensuring that efficiency and effectiveness is obtained by their use.
- Ensure the office processes comply with the Data Protection Act and that all data is treated with appropriate consideration to confidentiality and security.
- Ensure that cover is provided for receptionist duties, such as answering of the telephone, receiving deliveries, and welcoming visitors as required.
- Complete First Aider training and act as a First Aider across the site.
- Ensure office supplies are replenished including Accident Books and all other items.
- Manage the signing in and out log for keys.
- Undertake administration around the annual review process to ensure effective implementation and to play a key role in the development of the process in liaison with the Headteacher.
- As part of the Annual Review process, liaise with other cluster services including Children's Services.
- Undertake minutes of Annual Review meetings as required.
- Ensure that Annual Review process timetable is co-ordinated with Front of House duties to ensure that Front of House is covered at all times.
- Line manage Annual Review Co-Ordinators and other office administrator roles as they develop and as applicable. To include holding appraisals and setting development targets.
- Undertake administration around interviews being held in school in liaison with SLT including booking of rooms, timetabling, meeting and greeting etc.

- Act as the point of contact for teachers who wish to send communications out to parents.
- Reduce paper within the office environment, moving to paperless records.
- Ensure all information regarding pupil information is recorded accurately and in a timely manner.
- Complete and submit complex forms, returns etc., including those to outside agencies.
- Act as the main point of contact between the Trust Central Services Team and all staff at Exeter House School (& satellites), including undertaking any related administrative functions, processes, and procedures e.g. raising & monitoring maintenance requests by the school.
- Ensure staff absence is monitored on a daily basis and recorded appropriately.
- Lead on purchasing of all orders.
- Assist the Headteacher with the organisation and administration, including costs, relating to all CPD training and Inset Days.
- Support and be a member of the “front of house” team for the school, to ensure that visitors are welcomed and dealt with appropriately in line with the school’s safeguarding procedures and in conjunction with Keeping Children Safe in Education.
- Lead on fob allocation and return to ensure that the system in place is robust.
- Take responsibility for the updating of the SCR with visitor information in liaison with the People Services Team.
- Comply with Trust policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Be aware of and take part in the school’s performance management framework and participate in training and development activities as required.
- Act as a Fire Marshall in the event of a fire alarm.
- Liaise with staffing agencies/People Services Team with regard to supply agency cover in consultation with the Provision’s Staffing Lead.
- Ensure that post is opened and distributed in a timely manner any post that comes into the school office.
- Update the staff training spreadsheet and keeping accurate records.
- Liaise with Central Services Health & Safety Officer and Health & Safety Champion in school with regards to Health & Safety as required.
- Ensure the signing in and out of medications that come through the school office.
- Lead on the development and distribution of all newsletter communications in conjunction with the Headteacher.
- Collaborate with other Office Managers and admin staff across the Wiltshire provisions to ensure that there is networking and use of best practise moving forward.
- Promote and safeguard the welfare of all children.
- To complete safeguarding admin under the direction of the DSL.

Other Duties:

Please note that Brunel Academies Trust is based over a number of sites in and around the Swindon and Wiltshire area and you may be required to work from different sites, as directed by the Heads of School/CEO.

The post holder may be required to perform duties other than those given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post.

Brunel retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.

Tasks/duties	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Good numeracy and literacy skills to GCSE grade A – C / Level 2+ or equivalent 	<ul style="list-style-type: none"> • Qualification in ICT or business administration • Ability to identify own training and development needs and participate in on-going training
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of leading a team • Experience of invoicing and accounting systems • Experience of financial management and procurement • Previous senior reception/administration experience • Experience of motivating others 	<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 	<ul style="list-style-type: none"> • Ability to use Excel effectively for reporting
Personal Qualities	<ul style="list-style-type: none"> • Have a sense of humour • Remain calm when dealing with challenging behaviour • Resourceful and motivated • Good attendance record • Understand and respect confidentiality with regard to students and employees 	