



### Job Description

JOB TITLE	Office Manager
JOB FAMILY	Office Admin
PHASE	Primary
HOURS	Full time /Term time
REPORTING TO	Headteacher
RESPONSIBLE FOR	Receptionist and Office Administrators

### Job Purpose

- Provide confidential executive assistant and administrative support to the Principal.
- Administration in respect of recruitment, HR record keeping, HR documentation.
- Accurate and up to date Single Central Record.
- Quality assurance of Academy documentation.
- The organisation and efficient execution of all school office activities and the supervision of office staff.
- Supervision and training of administration and reception staff.
- The efficient working of the academy office systems

### Duties and Responsibilities

#### Personal Assistant to the Headteacher

- Management of the Headteacher's diary.
- Acting as a first point of contact within the Academy for staff, governors, officers, parents and others seeking contact with the Principal, ensuring that visitors and callers receive a professional welcome.
- All correspondence and typing from the Headteacher.
- Providing clerical and administrative support to the Headteacher, including drafting papers/reports/presentations, research and collating information, filing, photocopying.
- Management of all telephone and in-person enquires to the Heateacher – screening calls, resolving issues with sensitivity and confidence, using initiative as required and referring on as necessary.
- Attending all meetings where relevant, or requested by the Principal, taking accurate and concise minutes and co-ordinating action points.
- Occasional evening work to minute Governing Body meetings.



- Co-ordination of leadership meeting agendas.
- Ensuring a reliable filing system is kept up to date and secure.
- Organisation and planning of Academy events - e.g. parents evenings.
- Arrange supply cover when required.
- Handling all sensitive and confidential matters with discretion.

#### **Office Manager**

- Line manage office staff, ensuring that they fulfil their Job Descriptions effectively. This includes ensuring they receive appropriate and on-going training.
- Carrying out Performance Management Reviews for your team. This includes annual and interim reviews and regularly reviewing Job Descriptions to ensure they reflect their current roles.
- Ensure work requested by teaching staff is carried out to the highest standards and in accordance with their expectations, and by the agreed deadline.
- Ensuring that all school enquiries from parents, students and external parties are dealt with and responded to in a timely and courteous fashion.
- Ensuring relationships of all office staff with teaching staff, students, parents and visitors is professional and helpful.
- Oversee the production of statutory returns, ensuring they are accurate and submitted on time.
- Oversee updates to the Academy prospectus.
- Ensure policies are updated, up to date policies are on the academy website in accordance with regulations and that they are centrally stored.

#### **Recruitment/HR Administration**

- Responsible for liaising with Thinking Personnel regarding advertising all teaching and support posts.
- Keeping a file for each post advertised and dealing with applications.
- Overseeing the documentation for all new staff, including all relevant DBS and safeguarding checks, salary scale, contracts and Job Descriptions.
- Maintaining the Academy's Single Central Record.
- Maintaining all personnel files and ensuring these comply with TSAT guidelines, safeguarding requirements and that they are up to date.
- Ensure all staff data on SIMS is accurately maintained and input in a timely manner.



- Produce external returns for both LA and DfE, when required including the main School Census and the Workforce Census.
- Recording staff absence, producing absence reports and alerting the Principal when staff are reaching trigger points of the TSAT Absence Management Policy.
- Inputting information onto SPS and checking that this is acted upon accurately and in accordance with the SLA.
- Minute formal meetings with staff when required.

#### **Working with colleagues and other relevant professionals**

- To work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils

#### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend meetings and training sessions as required.



#### Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

#### Other Areas of Responsibility at Penhale Infants School & Newbridge Junior School

- Perform first aid duties as and when necessary and ensure that first aid is administered in accordance with the First Aid Policy.
- Assist in the administration of Visits & Residential Weeks.

#### Generic Duties relevant to all members of Staff

##### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Penhale Infants School & Newbridge Junior School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

##### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

##### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.



- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

#### Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and



procedures. Having due regard for the high level of personal and special category data processed within your role.

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an Office Manager- Primary

Name:

Signed:

Date: