

Job title:	Office Manager
Grade:	Grade 9 (Scale point 19-25)
Reports to:	Headteacher

Main job purpose

To manage the delivery of efficient and confidential administrative support.

To ensure compliance with school and Trust administrative and reporting requirements, following centralised processes and procedures as outlined by the Trust’s Shared Services function.

The postholder is responsible for the effective management and development of financial, administrative, secretarial, reprographic and premises related services.

Main responsibilities and duties

Administration

- To manage a team of office administrators, including secretarial, reprographics and site manager.
- To manage delivery of confidential secretarial and administrative support to the Headteacher to support the running of the schools in an efficient and smooth manner.
- To work with the Trust central team (Shared Services) to follow processes and implement changes to the school office operations as required through provision of new and enabling technologies.
- To manage the receptionist function within the school for all visitors and to ensure the security of the school.
- To ensure that routine queries are dealt with effectively, referring more complex or sensitive matters to the appropriate member of staff within the school.
- To manage the administration of pupil admissions and other pupil processes including attendance using school data management and other specialised systems.
- To manage communications to parents using appropriate systems.
- To set up and maintain electronic filing systems as appropriate, to support the efficient and smooth working of the school and Trust, in accordance with Trust practice and GDPR requirements.
- To manage the training, development, work standards, attendance and discipline of all support service personnel.
- To work alongside the Site Manager to ensure the effective monitoring of the use of the premises. To liaise with the Site Manager on reports from site personnel regarding the status of site grounds, buildings, fixtures and fittings to ensure appropriate standards of general safety and maintenance. To authorise repairs within defined budget limitations and in accordance with the financial regulations of Initio Learning Trust.

HR / People

In accordance with Trust procedure, to:

- Provide school level support for all areas of the employee life cycle which are transacted at school level in line with Trust procedures.
- Deliver effective support and line management to the admin team, plus to other support staff where identified, including conducting annual performance management reviews.

Finance / Payroll

In accordance with Trust procedure, to:

- Check the monthly draft payroll, ensuring all claims for overtime and mileage have been submitted and authorised by the Headteacher.
- Ensure purchase orders are raised in line with the approved budget, and orders placed as needed within the school.
- Manage cashless payments from parents using the appropriate systems and software.
- Manage trips on behalf of the schools.
- Manage the administration of lettings and associated records.
- Authorise the purchase of supplies and equipment within the budget and approve the purchases of Department Heads within the financial/budgetary limitations, lettings and other uses of the school's premises in accordance with the policy of Initio Learning Trust and as approved by the Headteacher.
- To work closely with Initio Learning Trust officers and personnel. This will include attending Trust meetings as required.
- To raise and authorise orders, payments and invoice requests on the appropriate system, ensuring that the correct expenditure codes are used and VAT is recorded correctly.
- To administer lettings arrangements including invoices and associated records.
- To undertake HR responsibilities utilising the designated software for Human Resources/Pay/Contracts in liaison with the Initio Learning Trust Payroll/HR provider.

Supervision and management

The postholder will be required to directly supervise and manage personnel within the admin team, and potentially other areas of the support team e.g. midday supervisors, site manager.

Decision making

This role requires a level of autonomy and experience in decision making to deal with routine enquiries, disposition of workload, deployment of personnel, allocation of service provision and routine performance management and staffing issues.

The postholder will take informed, knowledge and procedure-based decisions without the need to refer to Headteacher or Shared Services

Refers to line manager as required when decisions fall outside of the above criteria

Problem solving and creativity

To deal with changing and conflicting deadlines. Frequent interruptions to work, ability to prioritise and communicate with all stakeholders.

Key contacts and relationships

Daily contact with Headteacher/SLT, pupils, parents.

Regular contact with Local School Committee, Initio Learning Trust Shared Services team and key school suppliers.

Clerking at Local Schools Committee meetings (3x a year).

Resources

General office equipment.

Working environment

The majority of desk-based activities will be transacted electronically, so frequent use of keyboard and screens.

Progression in Post (if applicable)

Progression in post within the Office Administration job family is dependent on size of schools / multi-site function, and scope of responsibility / line management.

General and School Responsibilities

- Be familiar with Safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Contribute to and support the Trust's Values, Ethos and Vision
- Participate in training and other learning activities as required
- Participate in Performance Management and development as required by the Trust's policies and procedures
- Participate actively and flexibly in a range of school activities
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Job description prepared by:	Trust HR Team/ Lockyer's Middle School
Date:	April 2025

Requirements	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> 5 GCSEs including English and Maths (minimum level 4 or equivalent experience/ vocational qualification) 	Any other relevant qualifications	Application Form Interview References
Knowledge & Experience	<ul style="list-style-type: none"> Previous experience of working in an office administration environment Experience of following procedures and processes 	<ul style="list-style-type: none"> Experience of working in a school office Experience of dealing with HR and recruitment processes Experience of using Arbor data management system 	Application Form Interview References
Skills	<ul style="list-style-type: none"> Excellent administrative and organisational skills Strong communication and interpersonal skills Fluency in English 		Interview References Language Qualifications Fluency in English evidenced by: <ul style="list-style-type: none"> competently answering interview questions in English; possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad passing an English language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad
Personal Qualities	<ul style="list-style-type: none"> Tenacity Quick Learner Flexible and adaptable Ability to stay focussed and on task 		Interview References
Relationships	<ul style="list-style-type: none"> Have positive and mutually supportive relationships with all colleagues Ability to promote the school across the wider community 		References Interview
Safeguarding	<ul style="list-style-type: none"> Good knowledge of relevant Safeguarding procedures Commitment to adhere to the Trust's Safeguarding & Child Protection Policy. 	<ul style="list-style-type: none"> Good awareness of potential Safeguarding issues 	Application Form Interview References