

## Job Description

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**Job title:** Office Manager  
**Reports to:** Principal  
**Location:** Hartley Primary Academy

Hartley Primary Academy places learning at the centre of every endeavour. Each member of the school community, through their actions, seeks to promote positive and effective learning for all.

### Job purpose

Ensure the effective operation of all aspects of the main school office, reception and wider school. To proactively support the development of a dynamic learning community through effective delivery of administrative services to meet the needs of every stakeholder. To promote the school in a positive manner at all times to staff, pupils and visitors. To support the Senior Management Team in a variety of tasks as required. The role encompasses administration, personnel administration, contracts management, recruitment and safeguarding procedures. To also develop marketing and business links.

### Main duties and responsibilities

#### *Administration and line management*

- Provide full administrative support to the Principal and Senior Leadership team including diary management.
- Line management and review of the performance of the main office and administrative staff; planning and coordinating their activities and ensuring that deadlines are met, ensuring consistency.
- Organise the administrative division within the school involving word-processing, diary management and filing, dealing with telephone calls to guarantee an efficient and well-structured office system.
- Quality assure and proofread all correspondence produced from relevant staff. Ensure that the marketing policy is adhered to and consistently used.
- Undertake whole academy administration and ensure deadlines are met.
- To clerk any relevant board meetings including preparation and distribution of all papers and minute taking, where necessary.
- Manage the document storage system ensuring that all records held in the academy main office, including pupil records and absenteeism, are secure, up-to-date and that confidentiality is a priority at all times, ensuring compliance with GDPR.
- Develop and maintain e-communications systems (across school and for residential trips).
- Ensure the provision of good, accurate and timely information to the Principal and other stakeholders to ensure that the school is managed effectively.
- Continually evaluate the effectiveness and seek to improve systems and processes in order to achieve the most effective outcomes for information gathering/retrieval and analysis leading to effective learning.
- Liaise with parents/carers, dealing with queries and/or concerns and ensuring they are directed to the most appropriate member of staff.

#### *Staffing needs*

- Induct and train new administrative staff in addition to welcoming new staff from all areas to ensure that they are well informed.

- Have sufficient knowledge of systems and processes to arrange cover of the work of absent administrative staff, and in the event of long-term absence cover the essential tasks.
- Work closely with LAT concerning Trust administrative and business matters.
- Identify the training and development needs and provide appropriate opportunities for individual development by means of performance management.
- Manage the school's personnel administration: provide personnel support to the Principal, Trust and staff and manage absence (including securing supply cover), recruitment (including adding new contracts, submitting requests for adverts and processing new staff), induction, training, development and appraisal of staff to ensure the delivery of high quality and effective service.
- Liaising with HR regarding new staff, changes to employment contracts and all other HR issues
- Under the guidance of HR, carry out checks for all new staff, volunteers, etc
- Follow procedures ensuring Safer Recruitment of staff, visitors and volunteers ensuring safeguarding of children. Update procedures in line with latest directives.
- Work alongside the Finance Manager, SENCO and Principal in order to manage teacher release for PPA in the most cost-effective way, ensuring the maintenance of high standards of teaching and learning.

### ***Admissions and appeals process***

- Seek opportunities to promote the school to prospective parents, arrange tours, interviews and manage queries from parents as part of the management of Admissions (in-year and Reception).
- To be responsible for the admissions process, ensuring timely and effective advertising is created and published.
- Undertaking the administration relating to the appeals process.

### ***Marketing and correspondence***

- Assist the SLT by typing correspondence and assisting with the administration for open events, organising the Admin Team support for Open Evenings and other main academy functions.
- Organising and attending marketing events at Village Halls, Sales Offices, Schools, Toddler groups where necessary
- Act as press liaison officer. Build up a relationship with local press in order to ensure the academy receives a high profile within the local community such as running good news stories.
- To be responsible for the compilation of the content of the School Prospectus. Liaise with graphic designer and Principal to ensure a professional document is published. Ensure all drafts are proofread and amendments are made.
- Work with the Trust IT Team to produce marketing material such as leaflets, banners, posters, etc.
- Be responsible for overseeing the academy website and social media pages and content. Ensure all information published is accurate and up to date. Source information to be placed on the website to make it interesting for all stakeholders e.g. 'Latest News'.
- Maintain the administrative information side of the school website
- Oversee and be responsible for the academy newsletter.

### **Academy Ethos**

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Support the academy in meeting its legal requirements for worship
- Promote actively the academy's corporate policies
- Comply with the academy's health and safety policy and undertake risk assessments as appropriate.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.