

Job Description



Job title: Office Manager
Reports to: Principal
Location: Snowfields Academy

Job purpose

Ensure the highly effective operation of all aspects of the main academy office, reception and wider school and to support the Senior Leadership Team in a PA capacity. 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.

Key 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 academy involving using Google Suite, 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 and manage whole academy administration and ensure deadlines are met.
- Manage the document storage system ensuring that all records held, 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 the academy and for residential trips).
- Ensure the provision of good, accurate and timely information to the Principal and other stakeholders to ensure that the academy 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.
- To update Academy Policies.
- Maintain the Single Central Register and Safeguarding files as appropriate.

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.
- 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, 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.

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.
- 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 the 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.

Budgeting

- Ensure that the administrative budget is managed efficiently on a day-to-day basis.
- Oversee/authorise the purchase of supplies and services for general administration and ensure deliveries are checked and any discrepancies are pursued.

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 at the reasonable discretion of the Principal. 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.