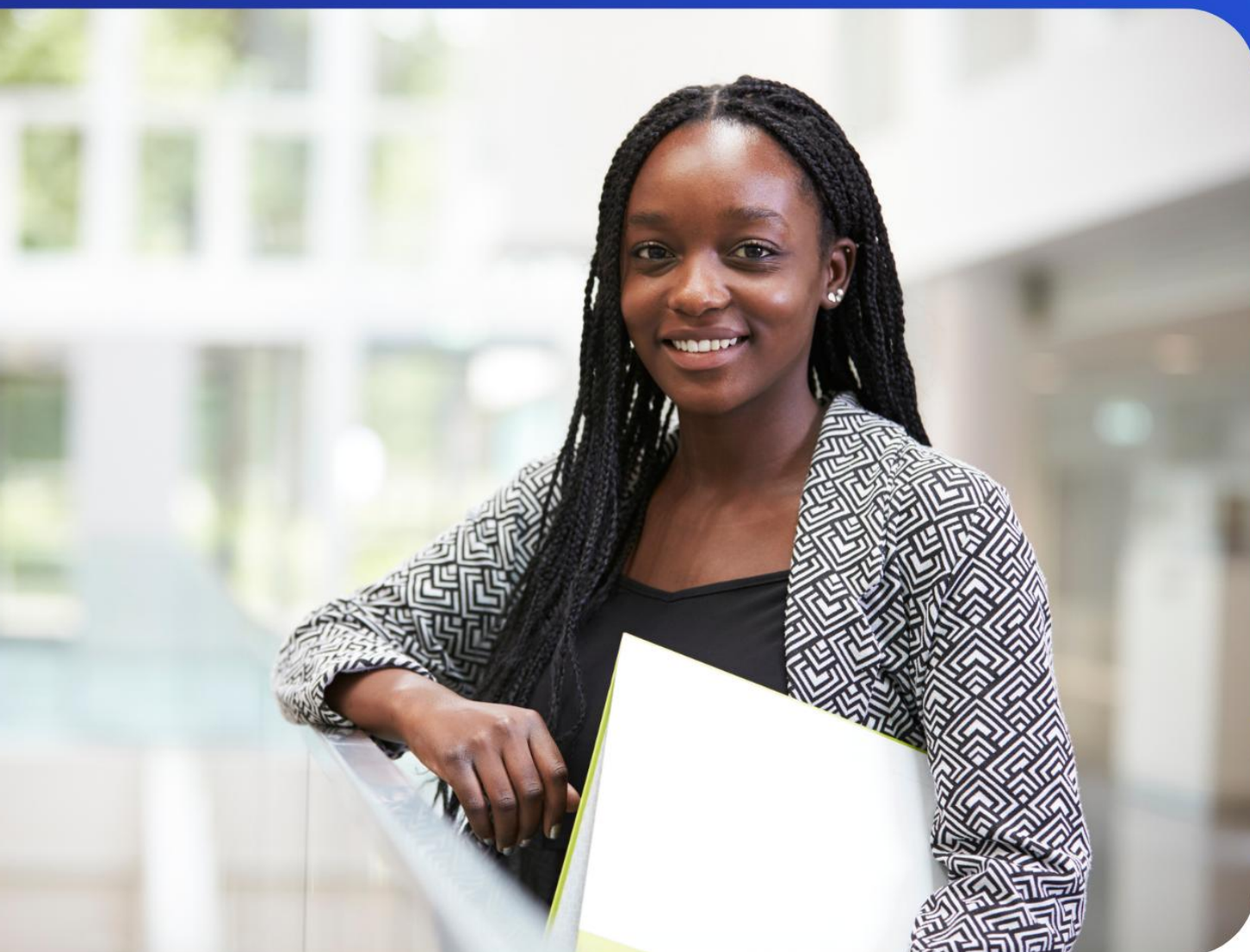


# Job Description

## Office Manager



The Stour Academy Trust

# Our Vision



The Stour Academy Trust recognises that our education system needs to quickly and more radically shift to close equity gaps and to better prepare our young people for the 21<sup>st</sup> century. We are transforming our schools from passive forms of learning focused on direct instruction and memorisation, by moving towards interactive methods that promote the critical and individual thinking needed in today's innovation-driven economy.

Our pedagogical model combined with the intentional deployment of technology will help us deliver personalised learning in an enabling environment. Technology will accelerate our progress but will not be the driver of our vision.

We aim to nurture a community of learners that challenge thinking, where our staff are empowered to take risks and develop their practice to meet the needs of an evolving school system, which is not held back by traditional restrictions and ideologies.

By limiting routine or unnecessary tasks we allow professionals to focus on learning behaviours and interactions which will promote emotional intelligence and the development of children as life-long, curious learners.

There will be no barriers to achievement within our learning community and our teachers will build strong relationships that facilitate the learning of others.

Collaboration will open doors, minds and possibilities and enable individuals to meet their personal goals.

## Office Manager

**Reports to:** Headteacher and Trust Administration Lead

### Main Purpose of the Role

The School Office Manager is responsible for the efficient day-to-day operation of the school office, providing high-quality administrative, financial, and organisational support. The role ensures the smooth running of school systems, supports safeguarding and compliance, and acts as a key point of contact for pupils, parents, staff, and external agencies.

### Key Responsibilities and Duties

- Manage the day-to-day operation of the school office, ensuring it runs efficiently and professionally.
  - Act as the first point of contact for parents, visitors, pupils, and external agencies, promoting a welcoming school environment.
  - Oversee administrative systems, records, and data management, including the school's Management Information System (MIS).
  - Line-manage and support office staff where applicable, including allocating duties and monitoring performance.
  - Maintain accurate pupil records, including admissions, attendance, and leaver information, and liaise with the local authority as required.
  - Support safeguarding procedures, ensuring concerns are handled promptly, confidentially, and in line with school policies.
  - Ensure compliance with data protection (GDPR), confidentiality, and statutory requirements.
  - Manage financial administration, including processing orders, invoices, payments, and monitoring office-related budgets.
  - Collect, record, and reconcile school income in line with financial regulations and audit requirements.
  - Manage procurement and stock control of office supplies and resources.
  - Prepare and distribute school correspondence, newsletters, and communications to parents and carers.
  - Support recruitment and personnel administration, maintaining accurate staff records.
  - Assist with preparation for inspections, audits, and statutory returns.
  - Work flexibly to meet the needs of the school and contribute to its overall effectiveness and ethos.
- 

**The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.**

