

Job Description

Post: Office Manager

Purpose

To challenge educational and social disadvantage by managing administrative support within the academy in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Ensure the academy and the Trust maintains a highly positive and professional image and reputation through modelling high expectations, excellence, positivity and respect in all aspects of work.
- Develop and lead an office team that delivers and meets the needs of the academy.
- Line manage and organise all administrative staff in order to ensure all administrative and communicative systems are effective.
- Ensure the smooth running of the office: maintain office supplies and first aid equipment; organise day to day activities / jobs; and contribute to the planning and development of the administrative support for the academy and senior leadership team.
- Support administration within the functions of admissions, attendance and / or behaviour, student welfare and data management.
- Carry out delegated secretarial and administrative duties for the senior leadership team.
- Establish standardised administrative systems, processes and working practices across the academy.
- Be responsible for the maintenance of clear and effective filing records and other systems; keep them updated in accordance with legal requirements and use electronic office based systems (wherever possible) to minimise paper based records.
- Liaise with key professionals from the Trust's central team, as appropriate, and communicate effectively to ensure professional and seamless working.
- Establish a professional and welcoming reception for all visitors and parents; ensure all visitor checks and health and safety processes are in place to monitor entry in and out of the building.
- Ensure the academy office is kept tidy, organised and in good order at all times.
- Ensure all members of the office staff present, at all times, a positive image of the academy to all staff, parents and visitors both internally and externally.
- Support efficient and timely communication of academy events and activities to office staff and ensure that workloads are effectively managed, prioritised and monitored to meet relevant deadlines; report any difficulties in achieving or managing this to the senior leadership team.
- Support communications with staff, students, parents and other external stakeholders.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.