



**L.E.A.D. Academy Trust**  
Lead • Empower • Achieve • Drive

**Job Title:** Academy Office Manager

**Pay Scale:** SCP 23 - 28

**Location:**

**Line Manager:** The Headteacher

**Job purpose:**

The Office Manager promotes the highest standards of business ethos within the administrative function of the school and ensures the most effective use of resources in support of the academy learning objectives. As a member of the school leadership team, makes a major contribution to the strategic direction of the school.

**Duties and Responsibilities:**

#### **Administrative**

- Manage the full range of administrative support to the Headteacher and other leaders within the Academy
- Line manager members of the administration team to ensure effective customer service and administration provision to parents and other Academy colleagues
- Ensure all members of the administration team receive annual appraisals and performance management including assessing CPD for the team
- Devise and maintain effective office administrative systems to deal with any relevant paperwork including organising, storage, document retrieval and other information in both paper and computer based systems
- Attend meetings to take notes and document actions arising including supporting the Headteacher or senior leaders with any relevant preparation required
- Be responsible for liaison with any other relevant departments both within the Academy and wider Trust for any administrative requirements or contractor management
- Ensure any relevant processes or risks from an insurance provision are managed with direction from the Headteacher
- Management of any financial procedures within the Academy as directed by the wider Trust business support teams
- Support and manage the administrative team to ensure effective school messaging systems and where applicable any monies are collected and recorded appropriately e.g. dinner monies, trips and any other requirements
- Manage the process for parents undertaking visits to the Academy ensuring all relevant safeguarding procedures are in place
- Manage the admissions processes for the Academy including maintenance of waiting lists, allocation of spaces and other responsibilities in line with requirements

- Maintain pupil records and be responsible for completion and submission of relevant forms and returns including to outside agencies
- Ensure all visitors are greeted and supported effectively by the administrative team and that all relevant procedures are in place from a safeguarding perspective
- Ensure all the administrative team are compliant with any relevant statutory or Academy processes in relation to pupil or staff data, equality and diversity requirements, health and safety procedures and safeguarding policies
- Work with the Site Manager to ensure effective administrative support for any health and safety processes or contractor management
- Support and help coordinate any Academy events as required

### **Procurement & Resources**

- Ensure value for money is always considered in Procurement.
- Obtain quotes and approval as outlined in the Scheme of Delegation.
- Maintain an Asset Register in line with Trust policy.
- Be responsible for ordering resources ensuring best value in line with Trust procedures
- Operate and manage resource allocation of IT equipment and other system to ensure these remain fit for purpose with the IT team
- Assist with the marketing and promotion of the school as required

### **HR**

- Have knowledge of all of the Trust's HR policies and follow procedures as outlined in relevant policies.
- Manage the recruitment process writing Adverts, updating Job Descriptions and ensuring all recruitment checks are carried out prior to interview and references are received, gaining authorisation/liasing with the Trust where required.
- Assist with the Headteacher shortlisting and support with the interview process as required. Send out offer letters and arrange for contracts to be raised.
- Ensure all pre-employment checks are carried out and personnel files are updated with the correct documentation.
- Ensure all new starters are thoroughly inducted in line with Trust procedures and probation policies are followed
- Record all DBS checks on a Single Central Record and ensure that it is fully compliant and is in line with Ofsted requirements. Keep up to date with safeguarding legislation.
- Complete Starter and Leaver forms and Variations to Contract letters or forms.
- Inform Payroll of any contract changes and pay increases.
- Enter any contract and salary changes on HCSS and SIMS.
- Monitor Staff Absence on the Management Information System.
- Carry out performance management on line managed staff
- Ensure all pension documentation for Teachers Pensions and LGPS is completed on time.

### **Payroll**

- Complete all HR paperwork for example, changes of contracts and salary changes and ensure the HR system is updated daily as required
- Review all overtime, unpaid leave, expenses claims before authorisation by the Headteacher.
- Ensure all staff changes are applied within the HR system at the time of change to ensure payroll is accurate

- Check draft and final Payroll reports using Staff Monthly Profile Listing.

#### **Audit**

- Prepare all documentation for both internal and annual audit processes.
- Act on any recommendations that result from the Audit and the Trust.

#### **Premises Management and Health and Safety**

- Work with the Trust procurement team to prepare work specification for tender and to assist with the selection of contractors.
- Work with the Trust's Health & Safety Officer to formulate, implement and monitor the Academy's Health and Safety policy.
- Ensure a safe environment for the stakeholders of the Academy. Monitor statutory Health and Safety checks, Fire Risk Assessment and update the Business Continuity Plan.
- Line management of Premises staff if required

#### **Marketing & Liaison**

- Participate in the work of the Academy through attendance at meetings and participation in working parties.
- Promote the Academy to different audiences and raise the profile within the local community.
- Liaise with local businesses and other schools for fundraising, arranging vocational experience and joint projects.

#### **Management Information Systems and ICT**

- In consultation with LEAD ICT that the Academy has a strategy for using technology aligned to the development plan.
- Ensure that contingency plans are in place in the case of technology failure.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

#### **Influencing and Managing Relationships:**

- Headteacher
- L.E.A.D. Central Support
- External agencies
- Parents and carers
- Governors
- Senior Leadership Team
- Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

## Academy Office Manager Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths</li> <li>Relevant qualification at level 4 and above</li> </ul>	E E	
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Excellent level of oral and written communication skills</li> <li>Good level of use of ICT including Microsoft and other finance management or accountancy systems</li> <li>Able to work to tight deadlines, managing and prioritising time effectively</li> <li>Self-starter, with and ability to work independently &amp; use own initiative to overcome obstacles</li> <li>Good level of understanding of health &amp; safety and site management</li> <li>Knowledge of recruitment procedures and basic HR processes</li> <li>Knowledge of/or ability to learn school's policies and procedures</li> </ul>	E E E E E E E	D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven ability in a school or business environment</li> <li>Experience of managing budgets and budget monitoring</li> <li>Experience of managing and developing staff</li> <li>Project management experience</li> </ul>	E D	D D
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Have an openness to learning and change</li> <li>Have a positive attitude to personal development and training</li> <li>Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li> </ul>	E E E	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>May be required to work out of school hours to support SLT</li> <li>This role is subject to an enhanced DBS</li> </ul>	E E	