

# Job Description and Person Specification



## Job Description

<b>Job Title:</b>	<b>Office Manager</b>
<b>Scale:</b>	Grade 6 SCP 11 - 17
<b>Hours:</b>	37 hours per week.
<b>Contract type:</b>	Permanent, Term Time
<b>Location:</b>	Durham Academy
<b>Responsible to:</b>	Headteacher
<b>Role Purpose:</b>	<ul style="list-style-type: none"> <li>To organise and supervise administrative systems within the school, and to contribute to the planning, development and monitoring of support services and/or management of office staff, including coordination and delegation of relevant activities.</li> <li>To provide a professional, efficient &amp; effective range of administrative, communication, data use and management activities across the school, in accordance with agreed policies and procedures, to ensure delivery of a first class service.</li> <li>To demonstrate excellent organisation skills.</li> </ul>
<b>Generic responsibilities:</b>	<ul style="list-style-type: none"> <li>Maintain personal expertise, to be a role model and promote high expectations for all members of the Academies communities through your role within the structure.</li> <li>To model the values, ethos and vision of the Trust.</li> <li>Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person.</li> <li>Attend relevant meetings as required, including termly Academy Council meetings.</li> </ul>
<b>Specific responsibilities:</b>	<ul style="list-style-type: none"> <li>Line Manage office staff and carry out Performance Management of office staff.</li> <li>Assess the development needs of administrative staff and liaise with relevant staff to ensure access to appropriate continuing professional development.</li> <li>Lead the development of effective administrative systems.</li> <li>Ensure that the office is staffed at all times during the school terms and to co-ordinate working days and annual holidays for office staff to provide cover during the school holidays as negotiated with the Headteacher as and when required.</li> <li>Communicate and liaise with teaching and non-teaching staff as appropriate including email/extranet correspondence.</li> <li>Coordinate the administration and aspects of organisation of other events e.g. concerts, Parents' Evenings, end of term events.</li> <li>To deal with highly sensitive and confidential matters/situations.</li> <li>Coordinate staff recruitment procedures in line with Trust policies and procedures.</li> <li>Support the Trust HR &amp; payroll team at a local level by maintaining staff records and files, assisting in recruitment processes such as by placing job adverts and applying for references.</li> <li>Be responsible for the induction, training and professional development of office staff.</li> <li>Maintain the Single Central Record ensuring that all staff are subject to enhanced DBS clearance and all directives, procedures and guidelines associated with DBS clearance are correctly applied to new and existing staff and all records are relevant and up to date.</li> <li>To be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems.</li> <li>To liaise with staff to ensure staff induction/leaver paperwork complete and filed.</li> <li>Monitor and ensure that administrative staff workloads and wellbeing are properly managed.</li> <li>To act as Clerk to the Academy Council, attend meetings and take notes.</li> <li>Responsible for ensuring the school website is up to date with statutory and school policies.</li> </ul>

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<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.</li> <li>• The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health &amp; Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.</li> <li>• To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.</li> <li>• An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.</li> </ul>
<b>The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.</b>	

### Person Specification

Criteria		Essential	Desirable
<b>Application</b>	Application form and a well-structured letter of application indicating interests.	*	
	Fully supported in references.	*	
<b>Qualifications and Professional Development</b>	Level 3 (or equivalent) in relevant subject.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	Degree in relevant subject.		*
<b>Experience</b>	Experience of taking initiative and self-motivation.	*	
	Leading a team(s).	*	
	Working within a school/ MAT.		*
<b>Qualities &amp; Values</b>	Ability to assume full responsibility for the efficient day to day functioning of the role.	*	
	Excellent communication skills both written and oral, with the ability to communicate effectively with people at all levels.	*	
	High level of administrative and organisational skills.	*	
	Able to work as part of a team and contribute towards its success.	*	
	Record keeping and information retrieval.	*	
	Able to use all MS Office programs particularly SIMS, TEAMS, Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases.		*
	Able to work to tight deadlines, managing and prioritising time effectively.	*	
<b>Personal Attributes</b>	Self-starter, with an ability to work independently and use own initiative to overcome obstacles.	*	
	Have an openness to learning and change.	*	
	Have a positive attitude to personal development and training.	*	
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	*	
	Demonstrate good interpersonal skills.	*	
<b>Special Requirements</b>	Demonstrate integrity, confidentiality, impartiality, and empathy.	*	
	Be able to travel and work in designated schools across the Trust.	*	
	Be willing to, occasionally, attend evening meetings.	*	

*Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Interview Process and References. Any relevant issues from references will be taken up at interview.*