

ASPIRE ACADEMIES TRUST

NEW JOB DESCRIPTION: OFFICE MANAGER

Job title:	Office Manager
Responsible to:	Hub Business Partner/Principal
Salary / Grade:	<i>Recommended grade H5</i>
Actual salary:	
Working hours / weeks:	<i>Include inset days if required</i>
Core purpose of the role:	To lead and manage the school's administrative systems, ensuring the most effective use of resources to support teaching and learning. To manage the school office including staff and functions. Fulfil duties reasonably directed by the Principal.

TRUST RESPONSIBILITIES

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Safeguarding children, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person
- To uphold our commitment to safeguarding and to promote the wellbeing of children
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests

KEY RESPONSIBILITIES

- Manage the administrative functions and staff on a day-to-day basis to ensure the smooth running of the school office. Be responsible for administrative staff performance management reviews.
- Be the day-to-day point of contact for the premises team.
- Be the first point of contact for staff on pay and contract queries, escalating to the Senior HR Officer when necessary.



- Oversee maintenance of the Single Central Record, local induction and on boarding including new staff starter contracts and all recruitment checks. Staff contract changes.
- Responsibility for the Trust payroll systems including monthly remote timesheet entry.
- Maintain and update the school website ensuring policies and relevant information is kept up to date.
- Responsible for social media ensuring consistent postings are made raising the profile of the school.
- Manage the school lettings and look for ways to increase revenue through additional hirings, grants and initiatives.
- Oversee the input of purchase orders onto the Trust finance system, tying up of invoices and delivery notes and submission to the Central Finance Team for payment. Liaise with the Central Finance Team regarding invoice queries.
- Communicate relevant information to the Academy Local Advisory Body (LAB) when requested.

HEALTH & SAFETY

To be aware of and comply with the Trust's health and safety policies.

SAFEGUARDING

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Aspire Academies Trust pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

DATA PROTECTION

To be aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.



Notes:

- This document does not form part of the contract of employment.
- This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.
- The Trust has, at its discretion, the right to ask you to work in a different school across the Trust, if the need arises

PERSON SPECIFICATION

Job Requirements	Essential	Desirable
Essential Desirable Qualifications and experience		
English and Mathematics to Grade C / 4 or above (or equivalent)	*	
Level 1 Safeguarding / Awareness of keeping children safe		*
Current DBS		*
Experience of managing staff and conducting performance management reviews	*	
Experience of school administration functions	*	
Knowledge and skills		
Understanding of health and wellbeing, safety and child protection	*	
Proficient with school online systems: Arbor, CPOMS, SAP or equivalent		*
Ability to work with a range of stakeholders	*	
Awareness of data protection and confidentiality	*	
Excellent IT skills (E mail, word processing, spreadsheet)	*	
Understanding of the school and Trust ethos and values and ability to promote to others	*	
Effective oral and written communication skills	*	
Working practice of reviewing admin systems and making recommendations for improvement	*	
Strong analytic skills with attention detail and high levels of accuracy	*	
First aid skills		*
Willingness to undergo further training	*	
Working knowledge of social media	*	
Personal qualities		
Reliable, honest, trustworthy, discrete and capable of handling confidential information and maintaining confidentiality	*	
Exceptional organisational and time management skills	*	
Ability to work in a team	*	
Flexible and adaptable to changing business demands	*	
Problem Solving	*	
Resilience - managing change well	*	
Possess a 'can do' attitude and ability to lead a team positively	*	
Align to the Trust values and ensure others also align creating a respectful and positive working culture	*	



Possess high levels of emotional literacy	*	
Approachable and nurturing personality	*	
Enthusiastic and positive attitude	*	
An inspiring leader holding high expectations personally and for his/her team	*	
Decisiveness	*	

