**Job Description**

**Title:** Office Manager

**Position Overview:**

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| As Office Manager, you will lead and develop the operation of high-quality administrative support for a wide and varied range of clerical, administrative and financial tasks for the school. |

**Key Responsibilities:**

1. To plan and deliver administrative and other support functions, as determined by the Head Teacher, to meet current and future operational needs of the school.
2. To direct and manage team members to ensure that quality, performance, standards and deadlines are achieved.
3. To undertake reviews within own area of responsibility, identifying problems or issues, making recommendations for corrective action.
4. Undertake budget preparation and planning activities in support of the Head Teacher/SLT and manage allocated budgets, alerting the budget holder whilst taking any corrective action.
5. To develop systems and processes to meet operational needs and to ensure the high quality of information held.
6. To lead the recruitment, selection and development of support staff.
7. To resolve complex and contentious issues to ensure that effective support services are maintained.
8. To provide authoritative advice and guidance to colleagues, governors, parents/carers and business contacts with regard to policies, processes and services provided, including creating or adapting these where necessary to met the needs of the school.
9. To determine stock policy including sourcing supplies, negotiating price, volume and qualities necessary to ensure that stock levels and resources are effectively managed to deliver best value.
10. To undertake personnel administration and issues on behalf of the school.

**Person Specification**:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

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|  | **Essential** | **Desirable** |
| **Knowledge / Qualifications** |  |  |
| A good academic standard of secondary education to GCSE A level standard / NVQ level or equivalent plus specialist training / development. | AF |  |
| A good standard or literacy and numeracy. | AF/AST |  |
| **Experience / Skills** |  |  |
| Considerable relevant work experience of managing administrative (or similar) services or functions | AF/I/AST |  |
| Planning and development of administrative functions to meet the current and future needs | AF/I/AST |  |
| Establishing and maintaining relationships with contracted service providers including negotiation on service agreements and establishment of new contracts | AF/I |  |
| Management and development of a team | AF/I |  |
| Budget planning, monitoring and reporting | AF/I/AST |  |
| **Personal Attributes** |  |  |
| Ability to communicate complex information at all levels | AF/I |  |
| Ability to work under own initiative with sound personal, administration and time management skills | AF/I/AST |  |
| Considerable personal enthusiasm, energy, integrity and professionalism | AF/I |  |
| Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism and accuracy | AF |  |
| A commitment to abide by and promote the Trust’s equal opportunities, health and safety and child protection policies | AF |  |