

Job Description

Title: Office Manager

Position Overview:

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 meet 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).

	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 of 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	