



CEO Mr M. Farmer

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JOB DESCRIPTION

JOB TITLE:	Office Manager
GRADE/HOURS:	NPS Band 3 Scale Point 6 – 11
RESPONSIBLE TO:	Headteacher
LIAISON WITH:	External Community Staff Students

JOB PURPOSE: To manage and evolve the administration function to ensure the provision of a customer orientated student reception/telephone/reprographics service, continually improving the service provided by the team for Chipping Ongar Primary School pupils/students/parents/carers and staff.

OFFICE MANAGER DUTIES AND RESPONSIBILITIES

ORGANISATION

- Assist the school by developing and continually improving the services provided by the administration and front of house team.
- Assist the School/Trust in the organisation of events such as Presentation Evenings, Parents Evenings, Christmas Concerts, productions, external conferences etc., and organise associated administration.
- Provide advice and guidance to staff, students, parents/carers and others.
- Ensure there is staffing cover for first aid requirements

ADMINISTRATION

- Update general office procedures to reflect current practice.
- Assist with specific administrative tasks as and when required.

RESOURCES

- Operate relevant equipment/ICT packages, e.g front of house safeguarding system, MS Office, internet, SIMS, outlook and various social media platforms).
- Monitor and control devolved administration budgets.
- Safeguard and maintain stationery stock levels.



MANAGEMENT

- Line manage office team, ensuring the effective and efficient operation of the department and effective deployment of team members
- Hold regular weekly team meetings with office team in order to address any issues arising and to bring these to an acceptable conclusion wherever possible.
- Be responsible for the performance management and professional development of direct reports.

GENERAL

Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and Governing Body.

The duties may be varied by the Head of School and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

The Trust and Local Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

It is a requirement to:

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all School and Trust policies are adhered to.

OFFICE MANAGER PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience of administrative work in a busy school environment. Educated to NVQ Level 3 or equivalent. Completion of DCSF Induction programme.
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures.
	Literacy	Excellent reading and writing skills.
	Numeracy	Ability to count and undertake complex calculations.
	Technology	Ability to use MS Office, SIMS, social media platforms and other IT applications. Ability to use photocopier.
	First Aid	Hold a valid First Aid at work qualification or be willing to attend training.
Communication	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults.
	Languages	Overcome communication barriers with children and adults.
	Negotiating	Ability to consult with colleagues in an effective way.
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy.
	SEN	Good understanding of supporting the differences in children and adults and responding appropriately in relation to the role.
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role.
	Child Development	Good understanding of the way in which children develop in relation to the role.
	Health & Well being	Understand the importance of physical and emotional wellbeing. Ability to support children who may be unwell.
Working with others	Working with partners	Understand the role of others working in and with the school.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.
	Team work	Ability to work effectively with other adults in the school. Ability to work on own.
	Information	Ability to provide timely and accurate information.



Responsibilities	Organisational skills	Excellent organisational skills. Ability to work accurately with attention to detail.
	Line Management	Ability to lead and motivate a team in a positive and successful way.
	Time Management	Ability to manage own time effectively.
	Creativity	Ability to follow instructions effectively.
General	Equalities	Demonstrate a commitment to equality.
	Health & Safety	Good understanding of Health & Safety.
	Child Protection	Understand and implement child protection procedures.
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality.
	CPD	Demonstrate a clear commitment to develop and learn in the role. Ability to effectively evaluate own performance and share knowledge with others.

NOTE:

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.

