



Job Description & Person Specification

Office Manager

Job Title:	Office Manager
Scale:	Scale 5, Points 8 - 11
Responsible to:	Headteacher
Responsible for:	Administration Assistant

Job Purpose:	<ul style="list-style-type: none"> To manage and evolve the administration function to ensure the provision of a customer centric student reception / telephone / reprographics service, continually improving the service provided by the team.
Duties & Responsibilities:	<ul style="list-style-type: none"> 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 any first aid requirements. Update general office procedures to reflect current practice. Assist with specific administrative tasks as and when required. Operate relevant equipment/ICT packages, e.g., front of house safeguarding system, MS Office, internet, Arbor, and various social media platforms). Monitor and control devolved administration budgets. Safeguard and maintain stationery stock levels. Line manages 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:	<ul style="list-style-type: none"> Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and



	<p>security of information as appropriate. Take personal responsibility for all personal data within own working environment.</p> <ul style="list-style-type: none"> • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.
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PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	<ul style="list-style-type: none"> • GCSEs or equivalent at least C/4 grade in English & Maths. • First Aid Qualification. • Experience of administrative work in an office environment. 	<p>E</p> <p>D</p> <p>D</p>
Knowledge & Experience	<ul style="list-style-type: none"> • Recent experience of working in a primary school. • General understanding of the operation of a school. • Good reading and writing skills • Good level of numeracy • Ability to understand and implement the school's behaviour management policy • Ability to understand and support the differences in children and adults and respond appropriately • Ability to understand the learning experience provided by the school • Basic understanding of the way in which children develop • Understand the importance of physical and emotional wellbeing • Understand the role of others working in the school 	<p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
Skills and attributes	<ul style="list-style-type: none"> • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults • Good organisational skills • Ability to supervise and monitor the work of others • Ability to manage own time effectively • Competent use of IT packages, including MSOffice • Ability to compose a professional email 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Personal qualities	<ul style="list-style-type: none"> • Ability to maintain a high standard of personal and general cleanliness and hygiene. • Ability to exchange verbal information clearly with children and adults, and ability to overcome communication barriers • Ability to consult with colleagues 	<p>E</p> <p>E</p> <p>E</p>



	<ul style="list-style-type: none">• Ability to provide timely and accurate information, as required• Willingness to contribute ideas and suggestions to the working environment	E E
Other	<ul style="list-style-type: none">• Committed to equality and diversity.• Commitment to own continuous personal and professional development.• Committed to our Health and Safety policies and procedures.• Compliance to Data Protection Act 2018 and GDPR principles/requirements.• Committed to safeguarding and promoting the welfare of children and young people.	E E E E E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated June 2025.