

Role Profile					
Job Title	Office Manager	Job No. (Office Use)		Grade	Grade E
School	Millbay Academy		Location	Plymouth	
Reports to (Job Title)	Headteacher		Shift Pattern		Term Time Only, 40 weeks per year
DBS check required			Enhanced DBS check required		
Job Purpose	Responsible for the management and delivery of all office and administrative services for the school.				
Decision Making	The job involves working within recognised procedures but will require initiative. The work will involve responding independently to unexpected problems and situations.				

Accountabilities	<ul style="list-style-type: none"> • Under the guidance of senior staff, be responsible for undertaking administrative, HR, financial and organisational processes within the school • Manage the school office and carry out all administration duties and financial monitoring for small amounts; be responsible for all admissions/new intake data • Comply with and assist with the planning and development of support services and school procedures and policies relating to child protection, health and safety, confidentiality and data protection • Manage, train and develop a small team of clerical staff as appropriate • Undertake administration of complex procedures • Manage manual and computerised record/information systems • Support audit process and process overtime, absence and other school based payroll functions • Organise school trips and events. • First aid • Manage school fund • Health and safety compliance • Attend meetings i.e. SLT, LGB • Undertake other duties as directed and commensurate with the grading of the role
Demands	<ul style="list-style-type: none"> • The post holder will be required to stand and walk as a part of their role; there are limited requirements for lifting and carrying (e.g. files, boxes, office items, stationery). • There is considerable work-related pressure, caused primarily by interruptions and the need to reprioritise tasks due to conflicting demands.
Working Conditions	<ul style="list-style-type: none"> • There is minimal exposure to disagreeable working conditions, e.g. background noise from pupils at certain times of the day.

Experience, Knowledge and Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Good general education – Minimum of 5 GCSE's, Grade A* - C with Grade A*- C in Maths and English or equivalent • NVQ4 in Business and Administration or equivalent (i.e. School Business Professional Qualification Level 4) • Demonstrable experience of working in a school environment • Demonstrable experience of managing a team of administrative staff • Demonstrable experience of working with financial systems and procedures • Demonstrable experience of working with HR systems and procedures • Experience of successfully managing, leading and developing relevant administrative/ financial functions, including sound budget control and advice • Knowledge of GDPR 2018 and Data Protection Act 1998
Skills and Technical Competencies	<ul style="list-style-type: none"> • The post holder will be required to: • Solve varied problems related to financial management, administration and staff management etc • Have strong verbal and written communication skills in order to train and motivate their own staff, as well as exchange information with a range of audiences (e.g. staff, pupils and others) • Have strong IT skills including proficient in the use of Microsoft Office products • Have advanced keyboard skills in order to produce documentation using speed and precision (e.g. audio and touch typing); the post holder will need to be able to record information on financial management IT systems • Be methodical in approach, e.g. in order to organise school trips and events • Be numerate in order to manage and handle cash from the school fund
Corporate Standards	<ul style="list-style-type: none"> • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trusts constitution and its policies and procedures. • Work within the requirements of the Trusts Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the Trusts equalities policy and relevant legislation.