

Job Description

Job title:	Office Manager
Reports to (job title):	Operations Manager
Hours of work:	Full time, term time + 5 days (39 weeks)
Grade:	Grade F (SCP 16 - 23)
Location:	Witton Park Academy

Main Purpose / Responsibility

To contribute to the overall ethos of the school and Trust.
To ensure a comprehensive and high quality administrative support service is provided and delivered for the school.

Main Duties

- Oversee the daily work of the admin team through effective line management of support officers. Ensure team members provide a positive and professional service to staff and visitors.
- Ensure workloads of direct reports are effectively managed and prioritised to meet deadlines.
- Ensure activities scheduled in the annual school calendar happen.
- With the Operations Manager ensure all direct reports are appropriately trained and undergo performance review and development meetings.
- Respond to enquiries and, provide information to the school community acting with sensitivity and discretion.
- Lead/oversee the preparation of major school events including; parents/awards/open evenings and school photography.
- Oversee the administration of school visits, activities, ensuring Evolve requirements are adhered to and met.
- Perform checks to ensure pupil records are up to date and information held is in line with GDPR Regulations.
- Implement processes ensuring safe working practices in relation to First Aid and pupil welfare matters.
- Capture and update the school information system with all absences and paperwork.
- Assist with the staff census returns by resolving all anomalies.
- Upload new pupil CTF files when new admissions are received.
- Comply with all school policies and procedures and report concerns immediately ensuring the health, safety and welfare of staff and pupils.
- Establish and maintain a clear and effective filing system working towards minimising paper records.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Promote and safeguard the welfare of pupils you come into contact with.
- To undertake any other duties commensurate with the role.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the School. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes (Reviewed June 25).

