



## Job Description: Office Manager

<b>Reporting to:</b>	<b>Operations Director</b>
<b>Location:</b>	<b>Ark All Saints Academy</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Working Pattern:</b>	<b>Full Time</b>
<b>Salary:</b>	<b>Ark Support Scale 7: Pay Points 14 - 30</b> <b>Salary range: £27,508 – 32,881</b>

### The Role

As Office Manager, you will play a key role in ensuring the administrative functions of the Academy run efficiently and effectively. You will manage reception and administrative staff, systems and processes.

### Key Responsibilities

#### Management & Administration

- Ensure an excellent administrative support service is delivered across the Academy
- Line manage a team of reception and administrative staff to ensure an effective and efficient support service
- Carry out performance reviews in line with the academy's policy, setting challenging and appropriate targets
- To participate in the recruitment process for members of the admin team as required
- Take responsibility for the pupil admissions and attendance procedures and processes, including but not limited to; maintaining relevant databases, providing timely reports, supporting pupil induction
- Be responsible for and carry out school uniform administration procedures
- Take a lead role in planning, developing and monitoring new and existing operational systems, procedures and policies

#### School Operations

- Support the health, safety and welfare of staff and other people on school premises as directed by the Principal and the Operations Director
- Be responsible for first aid and training, maintaining records and supplies
- Maintain accurate scholar medication records
- Oversight of Free School Meal (FSM) applications for all students
- Support the administration of financial systems such as uniform sales, income from trips, stationery income and collection of dinner monies and chasing outstanding dinner money debts

- Ensure printing devices across the Academy work efficiently, maintaining day to day printing operations and supplies
- Be responsible for Academy Stationery Orders, review and monitor stock levels.
- Supporting events such as Parents' and information evenings, Open Days and community events.

### Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark Data Protection Policy, Data Retention Schedule and other rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

## Person Specification: Office Manager

### Qualifications

- Relevant qualifications in office/business administration, desirable
- Maths and English GCSE at grade C or above
- Current First Aid qualification or willingness to obtain
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### Knowledge, Skills and Experience

- Experience of a senior administrative role or similar
- Experience of working within a school environment (Desirable)
- Line management or supervisory experience
- Excellent customer service skills
- Able to manage several projects at once, prioritising accordingly to meet deadlines
- Able to take ownership of tasks and work with minimal supervision
- Strong IT, systems, administrative and organisational skills
- Excellent written and oral communication skills
- Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations

### Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process.*