

JOB DESCRIPTION

ROLE TITLE	Office Manager
CONTRACTED HOURS	21.5 hours, 39 weeks
LOCATION	Kedington Primary Academy
GRADE / SCALE POINT – SALARY	Grade 4, SP 9-12
REPORTING TO	Senior Leadership / Headteacher

INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all, Unity Schools Partnership works collaboratively to deliver the highest standards of education.

- Unity Schools Partnership is a family of interdependent schools with a shared ambition to transform lives.
- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all Trust schools, and the Trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are committed to the development of a high-quality, evidence-informed model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The Trust expects its work to be characterised by its values:



The vast majority of the Trust's schools are successful and well-performing, judged 'Good' and 'Expected Standard' by Ofsted. The ambition over the next three years is that schools across the Trust become routinely 'Strong', characterised by top quartile performance and with the capacity to support additional schools in the area that would benefit from being part of the Trust.

In order to achieve this ambition, the Trust will focus on:

Excellent education – Our plans at secondary and primary aim at top quartile outcomes for pupils, with very high parental and external approval ratings of our special schools.

Excellent staff – We are committed to recruiting, developing and retaining great people, creating clear pathways for internal progression and ensuring Unity Schools Partnership is an excellent place to build a career in education.

Excellent support for schools – at the core of our success is the support provided across the Trust for Heads and staff working in Unity schools, from a range of experts at the centre and in our schools.

JOB PURPOSE

The Office Manager leads the school's administrative functions, ensuring the office runs smoothly and efficiently. The role provides high-quality clerical and administrative support, manages the admin team, and maintains key HR, safeguarding and data records. It also supports senior leaders, coordinates communication across the school community, and oversees core processes such as recruitment administration, attendance monitoring, first aid reporting and support for staff, pupils and visitors.

KEY TASKS & RESPONSIBILITIES

School Office Management:

Line manage the Administrative Team including:

- Participation in recruitment/selection process
- Induction Training
- Professional Growth Appraisals, including identification of training needs
- Day-to-day supervision and mentoring
- Ensure sufficient cover in the event of Admin staff absence
- Plan work schedules and ensure that office staff are aware of impending work projects and priorities;
- Delegate work to office staff as and when necessary;
- Liaise with the Headteacher and central Finance and HR teams relating to work to be undertaken by the office;

Administration, including HR:

- Open all general incoming post and monitor the school's generic email inbox. Forward named correspondence to the correct recipients, deal with routine items and escalate more complex matters as appropriate.
- Provide administrative support to teaching staff for tracking, assessment and reporting, including accurate data entry into electronic spreadsheets and systems by agreed deadlines.
- Support senior leaders with recruitment campaigns and complete all required pre-employment checks for successful candidates.
- Update and maintain the Single Central Record in compliance with statutory and regulatory requirements.
- Record staff absence, report this to Unity and complete return-to-work interviews for the Admin Team.
- Book staff training and maintain an accurate training log on EVERY.
- Complete the workforce census in line with statutory deadlines.
- Support the recruitment of volunteers and complete the required checks.
- Act as a point of contact for Governors.
- Act as the Educational Visits Coordinator, including administration of the Evolve system.
- Oversee, and where necessary carry out, the administrative processes for after-school clubs and other school activities.
- Maintain accurate staff attendance and personnel records.
- Action payroll changes for staff in line with Trust processes.
- Prepare and submit routine reports using Trust and school systems under the guidance of the Headteacher and Senior Leadership Team.

- Oversee the school's policy review cycle and update the school website accordingly. Produce mail-merge documents as requested by the Headteacher or senior staff.
- Assist with year-end archiving and data/system rollover.

Finance Administration

- Provide administrative support and information to the Finance Manager as required.

Reception:

Provide back-up to the Reception / Administrative Assistant i.e.:

- Acting as the first point of contact for visitors and carrying out safeguarding and security procedures
- Ensuring visitors sign in/out and are issued with ID badges
- Notifying staff of visitor arrival
- Ensuring visitors do not access the main school building without appropriate authorisation or supervision
- Support colleagues in the office by acting as a central point of communication for queries from parents, pupils and external organisations.
- Manage student signing in and out during the school day when required.
- Take delivery of items, notify recipients and arrange returns when necessary.
- Make, receive and redirect telephone calls, voicemails, text messages and emails, ensuring that all messages are passed on promptly.

Health, Safety and Wellbeing

- Lead on first aid training and reporting;
- Ensure accurate maintenance of the school's Accident Book.
- Complete accident and communicable disease reports and submit them to the Headteacher for checking and signature.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder, under the guidance of the Executive Headteacher / Headteacher / Head of School, will be responsible for safeguarding and promoting the welfare of all children and young people with whom they come into contact, in accordance with the Trust's and the school's safeguarding and child protection policies.

Appointment to this post is subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check and other relevant preemployment checks.

GENERAL

1. Take responsibility for own continuous professional development and engage fully in learning and development opportunities.
2. Participate constructively in performance management and professional review processes, maintaining appropriate records of professional development.
3. Maintain consistently high standards of professional conduct, discretion and professionalism in all dealings with pupils, parents/carers, colleagues, external agencies and visitors.
4. Handle information relating to pupils, staff and the Trust with appropriate confidentiality and in accordance with data protection requirements.
5. Act as a positive ambassador for the school and the wider Trust, upholding and promoting its ethos, values and reputation.

The duties and responsibilities outlined above are not exhaustive. The post holder may be required to undertake other reasonable duties commensurate with the role, as directed by the Executive Headteacher / Headteacher / Head of School or a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework to support effective practice and professional development. This job description may be reviewed and amended, following consultation, to reflect the changing needs of the school and the Trust.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	- NVQ or equivalent in a relevant subject - Secondary education up to GCSE level or equivalent	
Experience	- Ability to set out letters / documents and to use grammar correctly. - Demonstrable expertise in a range of relevant office procedures. - High level computer literacy. - Able to maintain routine records e.g. school meals, sale of tickets, supplies.	Experience of supervising staff
Skills and Knowledge	- Be able to lead others, delegate, motivate and hold to account - Be able to manage workload and that of others, making day to day decisions about working priorities. - Excellent at organisation and managing systems - Excellent at communicating with others and giving clear instructions - High level, accurate keyboard skills. - Able to use / operate general office equipment e.g. printers, photocopiers, binders, computers. - Able to use the internet effectively for routine research.	- Knowledge of School / Trust computer systems - Knowledge of basic health & safety responsibilities and safeguarding procedures. - Knowledge of policies and procedures e.g. sickness and absence records. - Knowledge of the school's administrative procedures e.g. ordering / incoming and outgoing post.
Aptitudes / Personal Qualities	- Ability to work flexibly and respond to situations with a calm and appropriate 'can do' response - Tact and diplomacy second nature - Articulate and able to demonstrate proficiency in written and spoken English - Patience and tolerance when dealing with parents / pupils who may be upset or appear unreasonable	

	• Understanding of the necessity and ability to maintain absolutely confidentiality • Pleasant and helpful telephone and face-to-face manner • Ability to function effectively as part of a team • Ability to remain calm under pressure • Basic supervisory skills	
Safeguarding Commitment	• Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undergo safeguarding checks, including an enhanced DBS check where required. • Willingness to undertake safeguarding and child protection training as required.	
Other Requirements		
Values & Ethos Alignment	• Alignment with Unity Schools Partnership and our Schools values and ethos.	