

## Job Description: Office Manager

Start Date:	June 2026
Responsible to:	Headteacher
Location:	Oakdale Junior School
Grade:	Grade 5 SCP 10-15
Hours of work:	30 hours, Term Time (39 weeks per year)
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

### Overall Purpose

- To oversee the day-to-day management and the smooth, efficient running of the office and its associated tasks. The post holder will be required to be highly organised, proactive, personable and have the ability to successfully manage a team. They will hold a key role at the heart of our school and require detailed knowledge of all office tasks, even if they are performed by others, as well as the ability to lead by example.

### **Safeguarding**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, Enhanced DBS check and satisfactory references.*

### Overall Duties

#### **Communication**

- Foster and maintain effective, positive communication with parents, children, visitors, admin colleagues and all members of staff.
- Manage correspondence with parents and carers through letters, phone calls, and digital communication platforms, ensuring clarity and professionalism at all times.
- Demonstrate appropriate communication styles to suit a variety of situations and different stakeholder needs.

#### **Personal and people development**

- Lead by example in creating and promoting an efficient, professional, harmonious work environment, setting high standards for conduct and performance
- Proactively develop your own and others' knowledge. Seek out learning opportunities. Consult admin colleagues and work together to identify best practice.
- Manage the appraisal and performance development processes and absence management for administrative staff and Midday Supervisors, ensuring alignment with school objectives.
- Hold team members accountable for their responsibilities, providing clear expectations, constructive feedback, and support to ensure high performance.
- Undertake return to work meetings at different stages of the policy for staff members managed and support the Headteacher with implementing the absence policy

- Actively participate in training and other learning activities, and in performance management and development as required by the Trust's policies and procedures

#### **Health & Safety, Safeguarding and security**

- Be aware of and comply with policies and procedures relating to child protection.
- Be aware of and comply with training, policies and procedures relating to health, safety and security, confidentiality and data protection
- Report all concerns to an appropriate person.
- Maintain and oversee the Single Central Register (SCR). Work with admin colleagues to ensure the SCR is up to date and contains statutory information for employees, volunteers and contractors. Request ID and DBS clearance for all visitors and contractors and record on the SCR. Refer delays and queries in obtaining DBS clearance to the Headteacher at the earliest opportunity.

#### **Provide an effective, efficient and confidential reception and administrative service to the school**

To include:

- To act as the key HR administrator, inputting payroll claims, contract amendments, new contracts, this includes checking the monthly payroll reports alongside the Headteacher.
- General office duties to include, but not limited to, reception of visitors, dealing with enquiries, word processing, answering telephone enquiries and emails, sorting post, photocopying, assisting in the production of the school newsletter & any other school literature, updating the website, first aid, car park permits etc.
- Secretarial work to support the smooth running of the academy as directed by the Senior Leadership Team and Educational Visits Coordinator to the extent agreed with the Headteacher.
- Preparation of weekly / monthly / annual MIS returns for use by the HT, ESW/PSW and the SLT.
- Maintenance of accurate records of parental payments, chasing non-payment of items, preparing monies collected for banking and liaison with the Finance Team.
- Pupil administration both clerical and electronic. For example, accurate recording of pupil details on the Arbor database, accurate completion of registers, administering hot school meals, arranging additional lessons or clubs (eg, music, afterschool) as required.
- Preparation and submission of the school census.
- Administration of the pupil admissions process.
- Identification of efficiencies and better ways of working.

#### **Working Together**

- Work with colleagues across the Trust to identify best practice and achieve common goals.
- Support colleagues and show tolerance to develop effective and respectful relationships.
- Recognise and value the skills and experience of others.

#### **Equality, diversity, courage, respect and integrity**

- Display behaviours that actively support The Trust's Equality and Diversity policy.
- Be aware of and support difference.
- Support the Headteacher and teaching staff in providing pupils with equality of access to opportunities to learn and develop.
- Contribute to and support the overall aims and ethos of the Trust and the academy in which they are based.
- Take responsibility and be proactive in resolving situations.
- Be open and honest, learn from mistakes.

#### **Responsibility: Managing admin workflow and tasks**

- Oversee and coordinate work flow.
- Ensure consistency within sites and across the Trust.

- Promote a spirit of collaboration within the school and across the Trust.

#### Arrangements for Performance Management

- Performance Management will be carried out on an annual basis and be related to the responsibilities outlined in the job description.
- The Performance Management meeting will evaluate achievements, agree areas for development, set appropriate targets, and examine potential training requirements, changes and actions to be taken.

*Whilst every effort has been made to explain the main duties and responsibilities of the Office Manager role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.*

**Person Specification: Office Manager**

Criteria	Essential	Desirable
Qualifications :	<ul style="list-style-type: none"> <li>■ English and Maths to GCSE or beyond</li> <li>■ Be numerate and accurate</li> <li>■ Have excellent communication skills, both verbal and written</li> <li>■ To embark on any relevant professional development that will assist with the role</li> </ul>	<ul style="list-style-type: none"> <li>■ Specific secretarial or qualifications in administration</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>■ Experience of working in a school admin role</li> <li>■ Experience of working successfully and co-operating as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>■ Team leadership in an office environment</li> <li>■ Experience of using Access for Education / HR Software</li> </ul>
Professional values:	<ul style="list-style-type: none"> <li>■ Be able to establish and maintain good professional relationships with pupils, parents and colleagues</li> <li>■ Be committed to school improvement</li> <li>■ Excellent communication skills for telephone &amp; face to face communication</li> <li>■ Ability to work effectively, responsibly and confidentially &amp; lead the team</li> <li>■ Ability to prioritise work load and motivate others</li> <li>■ Have the ambition and drive for your own professional development</li> <li>■ Willing to undertake training as required</li> </ul>	
Knowledge, skills & abilities	<ul style="list-style-type: none"> <li>■ Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health &amp; Safety and inclusion</li> <li>■ Be confident in the use of Excel, Word, email and database programs</li> <li>■ Promote the school's aims positively</li> <li>■ Ability to work in organised and methodical manner</li> <li>■ Ability to work as part of a team and manage others performance</li> </ul>	<ul style="list-style-type: none"> <li>■ Knowledge of working with databases, school management databases in particular Arbor / Admissions.</li> <li>■ Knowledge of schools reporting systems including assessment data</li> </ul>

- Ability to be confidential
- ICT and administrative skills
- Communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors
- Foster and promote a positive working environment Be able to prioritise workloads; have excellent time management and organisational skills
- Be able to work under pressure and meet deadlines
- Produce accurate work
- Be able to use initiative

The post holder may be required to travel to other local sites, including other CLP schools.