

JOB DESCRIPTION

POST TITLE:	Office Manager & PA to the Associate Principal
POST RESPONSIBLE TO:	Associate Principal
SALARY:	Grade 9 SP 23-27 plus 3 weeks (£34,434-£38,220 pro rated time)
WORKING TIME:	7:30-3:30 (flexible will be needed for later shift)
CONTRACT TYPE:	Full time, permanent role. Term Time, plus 3 weeks.
START DATE:	ASAP

JOB PURPOSE

To lead the administration function of the WMG Academy to ensure effective and efficient use of team members to facilitate the operational needs of staff, students, parents, stakeholders and visitors. To distribute work within a small administrative team, in line with needs, and line manage the Admin Team.

Duties and Responsibilities:

Admin Office

The exact duties and responsibilities will be varied at any given time and will include:-

- Proficient use and maintenance of IT systems for a variety of tasks including Bromcom, Every HR and other platforms
- Responsible for managing the WMG Academy administration services including reception and reprographics
- Promote a business-like office environment and good relationships with staff, students, business partners, the Trust, parents and other key stakeholders
- To lead by example, line manage, organise, prioritise office work flow and outcomes and performance manage a small team at the academy office
- Provide a service where systems and processes are challenged, efficiencies are implemented and first class guidance and advice is given to stakeholders with queries
- Produce a variety of material, some of a confidential nature, correspondence, references, reports and tables, letters etc ad hoc and within ongoing processes set
- Ensure deadlines are met
- To understand the need for discretion and confidentiality at all times and adhere to the rigorous Safeguarding protocols of the Academy Trust
- Able to handle sensitive data and maintain professional confidentiality and conduct at all times
- Assist in the preparation of the annual calendar
- Assist with pastoral and regulatory compliance work including input to exclusions and behaviour reports

- Manage incoming queries and prioritise/delegate less pressing and complex issues as appropriate
- Arrange refreshments and any hosting arrangements for guests
- Maintain pupil and staff records to ensure up to date information is held by the academy and that sensitive information is secure and confidential, in line with Data Protection requirements
- Be trained up as a first aider
- Ensure records and systems are kept up-to-date and measures are used to safeguard personal information relating to students and staff in accordance with statutory and other requirements
- Ensure all telephone and personal enquiries are dealt with efficiently, sensitively and effectively in a timely way which promotes a positive image of the academy
- Manage the reception desk effectively to ensure high levels of support and great service to all
- Make maximum use of the academy's information and communications technology including the network for diary management, the effective administration of databases and overseeing all written communications
- Attendance at staff briefings, INSET, Open Days, Exam Days and any other key events as directed, to provide support and organise requirements for the smooth running of events
- Provide support in any way to the Trust including IT, Marketing, Exams, HR and the CEO Office, to ensure the smooth running of administration processes and facilitate changes.

Human Resource

- To maintain the academy's Single Central Record in an Ofsted-ready format at all times
- To oversee and ensure the maintenance staff records, staff absences and liaise with the Trust HR Manager or Associate Principal, and Finance to ensure that Absence Management and People policies are adhered to
- Ensure all payroll processing for new joiners, any changes or leavers is correct
- Record staff absences and provide reporting and administration of procedures as required
- Process HR forms such as Leave Of Absence Forms, Cover requests, maintaining policy line and tracking leave as necessary using various systems
- Ensure all new staff receive the Staff Handbook, key policies and safeguarding information.
- Induct and train new administrative staff in addition to welcoming new staff from all areas to ensure that they are well informed and are signposted to resources
- Advertise, Shortlist and administer Interview processes through to written offers/contracts, using assigned templates
- Carry out all the required checks in accordance with KCSIE regulations and maintain the current processes/systems in place for consistency across the Trust
- Ensure Induction templates are organised for new joiners and Line Managers assigned responsibility
- To maintain staff records and to ensure that staff records held in the academy data systems are kept confidential
- Assist in preparation of the School Workforce Census
- Assist in the administration of the Salary Reviews (across c 60 staff).
- Assist with any administration of other HR actions and initiatives including small projects

Attendance:

- To oversee the administration of lesson attendance in Bromcom
- To support in the monitoring and report the number and accuracy of registers

Cover

- Hold and amend the academy calendar and diary
- Manage cover requirements and requests in consultation with the Associate Principal
- To liaise with supply agencies as required and associated procedures for DBS checks
- Organise cover, supply teachers, liaise with supply agencies and processing claim forms.

Roles and Responsibilities - Generic

The following applies to all members of the AdminTeam:

- Work within the Administrative Team to provide a first class service to WMG Academy's students, staff and visitors
- Ensure the principles expressed in the mission statement of WMG Academy are evident in every aspect of the discharge of the duties of the post
- Model the highest professional standards to staff and students in all aspects of the role
- To comply with all WMGA policies and procedures
- To undertake compulsory professional development for example, regulated training
- Be committed to working in a cohesive, supportive, flexible and forward-thinking team of colleagues which shares an ambitious vision for the WMG Academy
- Be prepared to work 'across the Trust', to support others in any Academy or off-site location
- To work at all times to the standards set out in the Code of Conduct for Staff
- Any other duties as requested by Line Manager, Trust HR Manager and commensurate with grade.

PERSON SPECIFICATION FOR OFFICE MANAGER

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E)
QUALIFICATIONS	
GCSE (or equivalent) grade C/G4 or above in English and Mathematics	E
Educated to A'Level/Level 3	D
Evidence of continuing professional development	D
EXPERIENCE	
Previous management of a team	D
Experience as working as part of a busy team	E
Experience of using leading administrative teams	E
Previous education administration experience	D
KNOWLEDGE AND SKILLS	
Excellent verbal communication skills	E
Excellent interpersonal skills	E
Ability to deal with difficult conversations in a calm manner using high levels of tact and diplomacy	E
Computer literate and familiar with applications such as MS Office, Google suite	E
Ability to work unsupervised and take initiative	E
Good written communication skills	D
PERSONAL ATTRIBUTES	
A commitment to ensure data is stored/disposed of appropriately	E
Ability to establish positive relationships with students, staff and visitors	E
Flexibility and adaptability	E
Confidentiality and discretion	E
A commitment to safeguarding to learners within the academy	E

Enthusiasm, optimism and energy	E
Ability to organise, plan and prioritise	E

All offers are subject to clearance of references and enhanced DBS checks