

**Job Description and Person Specification**  
**Office Manager**

<b>Job details</b>	
<b>Job title</b>	<b>Office Manager</b>
<b>School</b>	<b>Dereham Junior Academy</b>
<b>GR Number</b>	<b>GR9025</b>
<b>Grade</b>	<b>Scale F</b>
<b>Responsible to</b>	<b>The Headteacher or other members of the school's leadership team.</b>
<b>Responsible for</b>	<b>Administrative and clerical staff, and other non-teaching staff where applicable.</b>
<b>Effective date</b>	<b>ASAP</b>

<b>Role and context</b>
<p><b>Job purpose</b></p> <p>Under the direction of the Headteacher, and in accordance with the practices and procedures of the school, assist with the management of the school's administrative, financial, technical and clerical support services to a high standard, ensuring that these functions support the management and teachers of the school in an efficient and effective manner. Assist with the development, planning and management of school support services and complex procedures.</p>
<p><b>Context</b></p> <p>Job Family: Administration</p>
<p><b>Other Job Information (e.g. any special factors or constraints)</b></p>

<b>Principal Accountabilities</b>	
<b>Accountability</b>	<b>Order of importance</b> (1 = most important etc)
<b>Financial</b>	
To assist in the financial processes as required by DNEAT head office.	<b>1</b>

<b>Principal Accountabilities (Continued)</b>	
<b>Accountability</b>	<b>Order of importance</b>
To ensure that the necessary administrative arrangements are carried out with regard to the processing of invoices, lettings, free school meals, purchasing/ordering, and other related procedures.	<b>2</b>

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<b>Personnel Management</b>	
To supervise administrative and clerical staff and, where applicable, other non-teaching staff.	<b>3</b>
To assist with the recruitment and selection of staff, including drafting adverts, shortlisting and interviewing.	<b>4</b>
To carry out HR related tasks and returns	<b>5</b>
<b>Facilities management</b>	
Where applicable, under the direction of the Headteacher/Deputy Headteacher to supervise contractual and related arrangements, including building works and maintenance, quality control of contractors' work, supplies and the administrative arrangements pertaining to contract management.	<b>6</b>
<b>Administration and organisation</b>	
To manage, deal with, and undertake administrative, secretarial, word processing/typing, computing and information/data services, data management, including attendance, ensuring that these functions are organised efficiently to meet the needs of the school. Where required to manage other non-teaching support services.	<b>7</b>
To assist at Governors/Committee meetings and to attend other school management meetings as required.	<b>8</b>
To undertake general duties of an administrative or organisation nature and any other duties that are within the scope of the post as determined by the Headteacher or senior member of staff.	<b>9</b>

<b>Person specification</b>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• NVQ 3 or equivalent in relevant discipline or equivalent experience.</li> <li>• Good numeracy/literacy skills/GCSE (or equivalent) Maths and English.</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of development, management and operation of financial/ personnel, facilities and administrative/organisational/procedures.</li> </ul>	

<b>Person specification</b>	
<b>Skills/knowledge</b>	
<ul style="list-style-type: none"> <li>• Effective use of ICT and other specialist equipment/resources.</li> <li>• Full working knowledge of relevant policies/codes of practice/legislation.</li> </ul>	

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- Excellent ICT/keyboard skills.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.

#### General information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.