



Ark Elvin Academy

Job Description: Office Manager

Reporting to: Vice Principal

Location: Ark Elvin Academy

Contract: Permanent, Full time 36 hours per week – Working hours to be agreed with line manager

Salary: Ark Support Scale, Grade 8-9 pay points 19-33 depending on experience

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 supervise reception and administrative staff, systems and processes.

Key Responsibilities

Management & Administration

- Ensure that a full range of excellent administrative support service is delivered across the school
- Take a lead role in planning, developing, and monitoring operational systems, procedures and policies
- Line manages a team of reception and administrative staff to ensure an effective and efficient support service
- Support with any administration tasks for members of SLT including letters and text messages home
- Support the new staff induction e.g., lanyards

School Operations

- Manage the health, safety and welfare of staff and other people on school premises as directed by the Principal/Vice Principal Manager
- Be responsible for first aid cover and training, maintaining records and supplies
- Take responsibility for the school's social media presence, liaising with website managers, to ensure and maintain the excellent appearance and accurate/up-to-date content of the school website
- Ensure that events in the school calendar are well set up and run smoothly including end of term events

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures including GDPR
- 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.



Ark Elvin Academy

Person Specification: Office Manager

Qualifications

- Relevant qualifications in office/business administration, desirable
- Maths and English GCSE at grade C or above (equivalent)

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 multitask 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