

# Job Description



Marston Green Infant Academy has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Name</b>	
<b>Post Title</b>	Office Manager (SIMS, DPO & GP)
<b>School</b>	Marston Green Infant Academy
<b>Salary Band</b>	Band D
<b>Responsible to</b>	Business Manager
<b>Special Conditions</b>	Term Time Only (40 weeks per annum)

## 1. Job Purpose

The provision of general office management and ensuring operational efficiency as directed by the Business Manager. Effective management of SIMS, Data Protection Regulations and Governance Professional duties

## 2. Key Responsibilities

### 2.1 Main Duties

You are required to carry out the following responsibilities which are specific to the Academy:

#### **Office Manager:**

- Provide administrative support to the Business Manager to ensure that the school meets its educational aims and operational obligations
- Lead and manage the school Clerical Assistants and Site team. Arrange training and conduct Performance Management reviews.
- Organise office daily work load and resolve problems within the office as they arise
- Ensure efficient provision of reception service and provide hospitality to visitors.
- To contribute towards the planning, development and organisation of the support service, systems, procedures and policies and assist the Business Manager in the development of the Office improvement plan
- Responsible for the distribution of all letters to parents and the marketing and promotion of the school
- Provide advice and guidance to school staff on administrative issues
- Ensure policies are updated, informing appropriate staff in a timely manner and uploading policies to the Academy website following Governor approval
- Ensure Academy website is updated regularly and is compliant with Ofsted requirements
- Play an active role in all PSFA events

	<p><b>SIMS:</b></p> <ul style="list-style-type: none"> <li>• Liaise with EIMS to be aware of requirements to training, upgrades, school census, end and start of year procedures</li> <li>• Responsible for all SIMS files including admissions, attendance, census, database, pupil documentation and start and end of year procedures</li> <li>• Responsible for Nursery admissions and the accurate submission of EEF claims.</li> <li>• Updating and keeping accurate records of pupil information with regard to ParentPay</li> </ul> <p><b>Data Protection Officer:</b></p> <ul style="list-style-type: none"> <li>• Provide guidance for data processors and develop privacy notices and distribute accordingly</li> <li>• Advise staff on the provisions of the Data Protection Act</li> <li>• Monitor the data processors ensuring they deal with data in a manner consistent with the key data protection principles</li> <li>• Process and respond to all requests for information</li> <li>• Ensure data remains up to date and is destroyed when necessary</li> </ul> <p><b>Governance Professional:</b></p> <ul style="list-style-type: none"> <li>• Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before the meeting</li> <li>• Work effectively with the Chair and Headteacher before the Governing Body meeting to prepare a purposeful agenda and encourage the Headteacher and others to produce agenda papers on time</li> <li>• Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after the meeting.</li> <li>• Record the attendance of Governors, prepare minutes, including indicating who is responsible for any agreed action</li> <li>• Copy and circulate the approved draft to all governors within the timescale agreed with the Governing Body</li> <li>• Be responsible for adding and updating all information on Governorhub</li> <li>• Prepare papers and take minutes for the AGM</li> </ul> <ul style="list-style-type: none"> <li>• This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post</li> <li>• This job is subject to change as the role develops</li> </ul>
2.2	<b>People</b>
	Create a team culture within the administration team, liaising with the Business Manager and other team members on a regular basis.
2.3	<b>Safeguarding</b>
	School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	<b>Financial</b>
	<p>Liaise with the Business Manager with regard to policies and financial practices in targeted areas of responsibility. Manage the Capitation and Office budget.</p> <ul style="list-style-type: none"> <li>• To comply with the Academy's Financial Regulations Policy</li> <li>• To comply with the recommendations made by Audit.</li> <li>• To be responsible for the Academy capitation budget, to place orders for resources within the agreed budget in consultation with the Business Manager.</li> </ul>

	<b>2.5</b>	<b>Buildings &amp; Equipment</b>
		To ensure safe and proper use of equipment.
	<b>2.6</b>	<b>Health &amp; Safety</b>
		The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the Academy Health and Safety policies.
	<b>2.7</b>	<b>Policies &amp; Procedures</b>
		The post holder will be accountable for ensuring that he/she is aware of relevant Academy policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3. Other Conditions</b>		
	<b>3.1</b>	<b>Mobility</b>
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Academy they may be required.
	<b>3.2</b>	<b>Equal Opportunities</b>
		Academy is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	<b>3.3</b>	<b>Variations to Job Descriptions</b>
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Academy therefore retains the right to amend job descriptions to reflect changing requirements.
	<b>3.4</b>	<b>Training and Development</b>
		The Academy is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	<b>3.5</b>	<b>Core Qualities &amp; Leadership Framework</b>
		The Academy expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Signature.....

Date.....

Headteacher.....

Date.....

Reviewed by:	Headteacher/Business Manager
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Date:	June 2024
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