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| JOB TITLE: | Office Manager with Exams Officer Responsibilities (Acer Academy) |
| GRADE: | NJC Pay Scale points 18-22 £30,559– £32,654 per annum (actual pro rata salary £26,314- £28,118)  |
| RESPONSIBLE TO: | Executive Headteacher + Head of school  |
| HOURS OF DUTY: | 36 hours per week, term time + 5 days + 5 inset days |

PRINCIPAL REPONSIBILITIES

* Line Management of:1 x Receptionist
* Manage the work of the office staff, plan and co-ordinate activities making sure all deadlines are met.
* Assist in the recruitment of staff
* Support Caretaker

Approvals

Contracts

Maintenance

Health and Safety

ADMINISTRATION

* Assist on Reception when required
* Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to an appropriate staff member.
* Support leadership by keeping the school website and social media up to date when required
* Assist in booking staff onto training courses and booking trainers for inhouse training
* Ensure business continuity of the administration function at all times.

ADMISSIONS, INDUCTIONS & PUPIL DATA

* Maintain Arbor database for all pupil data held
* Lead management of the Arbor database in relation to the new academic year and in year transfers
* Manage paperwork and administration related to admissions, induction and school data as appropriate
* Ensure all pupil data is maintained accurately including amendments, new starters and leavers following correct processes, CTFs, FSM, pupil premium etc.
* Support with pupil admissions and induction by liaising with schools and families
* Collate all pupil referral forms and organise pupil profiles for each referral as appropriate and liase with learning Mentors and SLT
* Produce census reports including pupil and workforce
* Provide, maintain and collate pupil reports: parental consents, internet permission etc.

COMMISSIONING

* Acting as the primary point of contact for all customers (LAs, schools, service commissioners) ensuring that excellent relationships are developed and maintained.
* Work with the Attendance Lead to monitor and update pupil numbers, including the monitoring of end of provision dates, LA funded places etc.
* To monitor invoices of any charges to schools, academies and other agencies including exam charges

EXAMS AND ASSESSMENT

* Ensure accurate data relating to examinations is readily available to SLT and staff
* Act as the schools Examination Officer, responsible for the smooth running of public and internal examinations, including but not limited to, managing the team of exam invigilators.
* Effectively timetable all internal and external examinations, including booking rooms, seating, resolving clashes, ensuring identified access arrangements are put in to place and creating the annual timetable for administration of all examinations and tests and any other associated tasks.
* Be the principle administrator in preparing and submitting all exam entries to the relevant boards
* Receive, check and distribute examination entry statements to students, making and submitting any entries to the boards
* Ensure all exam processes are followed including transferred candidate paperwork, special consideration, enquiry about results etc.
* Responsible for the administration of exam results day, including the main August results day
* Communicate relevant data and information to candidates, staff and SLT
* Act as conduit for supply of data between examination boards, subject leaders, commissioners and parents/pupils.

STAFF & HR

* In conjunction with the Trust, assist with the recruitment process. Co-ordinate the interview process including candidate communication and schedule of the day.
* Prepare job adverts, job descriptions and person specifications from standard formats prepared by the Executive Headteacher/ Head of School.
* Complete new starter inductions
* In conjuction with the Trust, prepare and evaluate risk assessments for staff.
* Complete Safer recruitment training and update training on a regular basis.
* Record staff absence on Sam’s People/Arbor
* Assist in staff absence management procedures
* Raise Occupational Health referals when requested.
* Be responsible for the staff personnel records in conjuction with the school admin and the trust

GENERAL RESPONSIBILITIES

* Coordinate annual policy reviews
* Prepare quotes for work that needs to be undertaken for the school
* Liaise with companies who are undertaking work for the school
* Support with Health and Safety, and the smooth running of the building.
* Report any accidents to the Trust
* Oversee the school’s Single Central Record in conjuction with the school admin and Trust
* To undertake any other duties that may fall within the remit of this post.
* To work consistently to uphold school’s aims
* To work in a co-operative and appropriate manner with all stakeholders
* To work with pupils and parents in a courteous, positive, caring and responsible manner at all times.
* To work with visitors to school in such a way that it enhances the reputation of the school
* To seek to improve the quality of the school’s service
* To present oneself in a professional way that is consistent with the values and expectations of the school
* Comply with policies and procedures relating to: child protection; health, safety and welfare; confidentiality and data protection; safeguarding, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/ professionals
* Attend and participate in regular meetings as required
* Participate in training and other learning activities and performance development as required

UNIFORM

* To wear a branded uniform as part of the role as Administration .
* To act as an ambassador of Kings Academy Trust

The job description is current but recognises that while effort has been made to explain the main duties and responsibilities, each individual task may not be identified. It is recognised that technological changes and advancements make it impossible. Therefore, in consultation with the post holder, it may be amended to reflect or anticipate any changes to the role.

March 2025