



# GREENWOOD ACADEMIES TRUST

## Post Title – Office Manager & Attendance Officer

Responsible to – Principal/Head of School

Purpose - To support the Principal in all administrative matters within the management of the Academy. Primary responsibility for all aspects of management of the office, HR, pupil administration process/policy and financial/accounting issues.

To be responsible for the support and promotion of pupil attendance and take appropriate interventions where required, in relation to attendance and other issues including family issues, safeguarding etc which impact upon the educational welfare of children and young people.

### Main (Core) Duties –

The day to day and strategic management of the Office to include line management of office staff, Midday supervisors and before / after school club where applicable.

- Providing clerical, secretarial and administrative support for the senior management team and the Principal. Including diary management, liaising with relevant parties to organise meetings, appointments, and schedules effectively. Provide full support in relation to the production of correspondence and records, including word processing, electronic and manual filing systems.
- Support HR lead and the Trust's People Directorate, ensuring compliance with the Right to Work and safeguarding requirements, inc document verification for DBS, in relation to staffing appointments.
- Ensuring a professional and efficient reception.
- Ensuring effective administration of academy exclusion procedures.
- Assisting in the maintenance of the Academy's website and social media accounts in liaison with others to effectively market the Academy.
- Arranging supply teacher and support staff cover for absences when necessary and where appropriate in consultation with the appropriate line manager.
- Co-ordinating pupil details and action what information is required for the Principal, teaching staff and external organisations.
- Ensuring that the confidentiality of sensitive data is not compromised.
- Manage all aspects of routine and non-routine admissions for the academy ensuring the Admissions Policy is adhered to.
- Managing the data systems for both staff and pupils in order to meet the requirements of both the Trust and external agencies

- Assisting with the coordination and facilitation of Academy events
- Providing administrative support to before / after school club.
- Managing and reporting staff absence and annual leave through the Trusts systems.
- Ensuring monthly timesheets are completed appropriately and authorised in accordance with the requirements of the Trusts financial procedure before submitting to the Central HR team.
- Maintaining an Academy register of Interests and ensure declarations of business interests are kept up to date.
- Promoting the vision and values of the Trust with all stakeholders including parents, visitors and the local and wider community.
- Any other duties deemed appropriate to grade and skills

#### Attendance:

- To work closely with parents and external agencies involved with persistent absentees and to correspond with parents as appropriate.
- To assist in the development of working practices, in line with the Trust policy and practice, to safeguard the Health and Safety of all staff and pupils in authorised Academy activities, both on the school premises and elsewhere.
- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.

#### Education Welfare:

- Liaise and work closely with the Leadership Team, Principal/Head of School, external agencies and other professionals in order to develop effective strategies to improve attendance and reduce unauthorised absence and truancy.
- Initiate contact and/or attend meetings, including home visits, with external agencies, staff, parents/carers and pupils in order to provide support.
- To take supportive/remedial action in respect of individual absentees to secure regular pupil attendance.
- Keep up to date an accurate record and documentation pertaining to meeting and contact with children and families in line with Trusts standards and procedures.
- Attend training as appropriate.
- Any other duties as deemed appropriate.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with .

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.

<b>Competencies</b>	<b>Personal Attributes</b> (level expected when job is conducted to the required standard)
<b>Framework</b> Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.	Supports others to apply the Trust 's ethos. Participates in Health & Safety working teams. Encourage individual and collective responsibility. Disciplined, tenacious and pragmatic.
<b>Development</b> Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.	Take responsibility for cascading to the department up to date knowledge and information about a particular areas. Embedding practice ensures highly effective professional contribution across the academy. Give and receive effective feedback and act to improve personal performance.
<b>Leading</b> Providing direction to ensure that the resources are available to achieve results in the most effective way.	Has a basic understanding of supervision / managerial and business principles Consults widely and may provide direction to achieve results. Encourages openness and honesty. Does not apportion blame. Understands the impact and implications of projects/activities on own or others areas of the organisation. Fosters positive and productive relationships across the team in order to deliver Sets clear objectives and checking for understanding.
<b>Task Management</b>	Establishing appropriate courses of action for oneself and others to accomplish. Sets short term tasks (daily, weekly) Contributes to plans for change

	Develops own effectiveness in role, adapting to changing priorities
<b>Communication</b>	<p>Providing direction to ensure that the resources are available to achieve results in the most effective way.</p> <p>Ensures communication has met its purpose</p> <p>Presents complex information and concepts in a way that is simple and easy to understand</p>
<b>Problem Solving/Decision Making</b> Able to identify a potential problem, propose and assess solutions and decide upon a course of action.	<p>Creatively focuses upon solving the problem. using different techniques/ experience from other areas</p> <p>Responsible for proposing what decisions should be made within the team and what needs to be referred</p> <p>Collate, analyse and evaluate information within the scope of the role providing it for further analysis in a user-friendly format</p> <p>Deals with problems across departments to achieve resolution</p>
<b>Context</b>	
<b>Interfaces</b>	<p><b>Internal/External :</b></p> <p>Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.</p> <p><b>English Language/Fluency:</b></p> <p>An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.</p> <p><b>Financial- impact/budget:</b></p> <p>Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.</p>
<b>Scope</b>	<p><b>People-</b> (directly/indirectly manage):</p> <p>Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.</p> <p><b>Travel:</b> You may be required to travel to</p>

	academies as necessary.
<b>Education, Qualifications and Experience (EQE)</b>	<p>Essential</p> <p>Educated to GCSE standard or above in English and Mathematics</p> <p>Secretarial / Office Manager experience</p> <p>Working within an educational setting</p> <p>Desirable</p> <p>Relevant Business and/or Administration qualification</p>
<b>Safeguarding</b>	<p>All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.</p>
<b>Data Protection</b>	<p>All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.</p>

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