

## **Job Description**

### **STEP Junior Office Manager**

#### **Organisation**

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies.
- Contributing in the development of performance and quality issues.
- Contributing in the area of planning and monitoring the work of the school/centre within the framework of best educational thinking and current legal responsibilities.
- Management responsibilities where appropriate:
- Liaising between managers/teaching staff and support staff.
- Holding regular team meetings with managed staff.
- Undertaking recruitment/induction/appraisal/training/mentoring for other staff.

#### **HR**

- Prepare advertisements when a recruitment need is identified.
- Following STEP processes and procedures manage the recruitment of new staff. Supporting Heads of Service where necessary.
- Preparation of induction material for all new staff.
- Collate staff files in accordance with the STEP Way, ensuring that all statutory checks are made.
- Maintain the SCR, updating where necessary and ensuring that 3 year checks are completed.
- Notify payroll of all starters, leavers and any contractual changes.
- Following authorisation, Input monthly changes to the payroll.
- Provide support and guidance to the SLT with HR processes.
- Manage HR processes within the administration team.
- Manage and support Performance Management with identified staff.

#### **Administration**

- Taking a lead role in the development and maintenance of record/information systems.
- Providing detailed analysis and evaluation of data/ and producing detailed reports/information as required.
- Producing, and responding to, complex correspondence.
- Providing organisational and complex advisory personal support to other staff.
- Managing complex administrative procedures.
- Being responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES.

- Being responsible for the selection and management of resources, including management of a budget and regular audit of resources.
- Providing advice and guidance to staff and others on complex issues.
- Undertaking research and obtaining information to inform decisions.
- Taking a lead role in marketing and promoting the school.
- Supporting the management of lettings and associated income.
- Managing financial administration procedures.
- Health & Safety management.

### **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, 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.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

### **Data protection**

- Being aware of the Trust's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

### **Confidentiality**

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

### **Equalities**

The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

## **Safeguarding Children and Safer Recruitment**

- STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

An ENHANCED DBS check is required for this post.

This Job Description is subject to annual review and alterations may be negotiated to reflect the changing needs of the school.

## Person Specification

### **STEP Junior Office Manager**

#### **Job Title:**

#### **Essential knowledge:**

NVQ Level 4 or equivalent qualification or experience in relevant discipline.

Full working knowledge of relevant policies/codes of practice/legislation.

#### **Essential skills and abilities:**

- Excellent numeracy/literacy skills.
- Effective use of specialist ICT packages.
- Use of specialist equipment/resources.
- Ability to organise, lead and motivate other staff.
- Ability to plan and develop systems.
- 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.
- An understanding of HR legislation and its impact on the workplace.

#### **Desirable Experience:**

Demonstrable experience working in an office environment at a senior level.

#### **Special conditions:**

Appointments subject to completion of successful enhanced DBS check

- Prepared to present a smart and professional appearance;
- Willingness to undertake further training as required for example for the software used by the school finance system.