

## Job Description

<b>Job Title:</b>	Office Supervisor (Grade 6), Impact Academy Worksop £26,845-£30,151 (Pro Rata)
<b>Date:</b>	September 2022
<b>Working Hours:</b>	37 hours per week, term time plus 10 days
<b>Responsible to:</b>	Head of Centre

### Main Purpose of the Job

To organise and supervise administrative systems within the Academy. Ensure the efficient and effective performance of critical administrative and financial systems. Ensure accurate data input and operation of Academy systems, including SIMS and the Trust's accounting system. Be part of and contribute to the running of the academy administration team.

Contribute to the planning, development and monitoring of support services and/or management of support staff, including co-ordination and delegation of relevant activities.

### Principle Responsibilities

- To manage an Academy office which provides a professional, welcoming first impression to all visitors to the Academy
- To manage complex administrative and clerical procedures, taking a lead role in providing efficient administrative support for the academy.
- To liaise with the Trust's Business Manager to ensure consistent practices are in operation across the Academy
- To take a lead role in the completion and submission of complex forms and statutory returns to the Department of Education and other relevant agencies.
- Take lead role in the development and maintenance of record/information systems, including ensuring the effective operation of SIMS within the academy.
- To ensure that effective safeguarding systems are in place in respect of visitors to the building at Dinnington including ensuring an effective single central record.
- To operate effective procurement practices on behalf of the Academy, ensuring that processes operate in line with Trust wide procedures and accurate processing of financial transactions using the Trust's financial systems.

- Share expertise and skills with others
- Develop constructive relationships with parents and other agencies.
- To support the Academy Lead in the operation of the building including building maintenance, development and efficient usage.

**Customer Care** – To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and to do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

**Develop oneself and others** – To make every effort to access development opportunities and ensure that you spend time with your manager identifying your needs through your personal development plan. To be ready to share learning with others.

**Valuing Diversity** – To accept everyone has the right to his or her distinct identity. To treat everyone with dignity and respect and to ensure that what our customers tell us is valued by reporting back to the organisation. To be responsible for promoting participation in the achievement of the departmental? Valuing diversity action plan.

**Health and Safety** – To be aware of and work within the trust's health and safety procedures and policy.

**Date Job Description prepared**

September 2022

**Job Description prepared by**

Mr P Hodgkinson

**Person Specification / Selection Criteria  
Trust Office Manager**

**A. Skills & Knowledge**

	<b>METHOD OF ASSESSMENT</b>
Extensive organisational skills within a Academy setting	Application Form / Interview
Financial skills commensurate with the role	Application Form / Interview
An ability to understand and operate academy data and financial systems and processes	Application Form / Interview
Ability to organise own workload and that of others to meet conflicting deadlines within fixed timescales	Application Form / Interview
An ability to demonstrate ICT skills commensurate with the role.	Application Form / Interview
An ability to communicate effectively with Academy leaders,	Application Form / Interview
An understanding of health & safety legislation	Application Form / Interview

**B. Experience & qualifications**

	<b>METHOD OF ASSESSMENT</b>
Three years' experience within a commensurate office role	Application Form / Interview
Experience in data and financial systems and processes within an Academy/School environment.	Application Form / Interview
Experience of management and operation of administrative systems	Application Form / Interview

**C. Personal Style & Behaviour**

	<b>METHOD OF ASSESSMENT</b>
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	Application Form / Interview
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	Application Form / Interview

**D. Personal Skills, Abilities and Competencies**

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	<b>METHOD OF ASSESSMENT</b>
Ability to use initiative to respond to and resolve a range of office based problems	Application Form / Interview
Ability to work under pressure and to set deadlines for self and others	Application Form / Interview
Excellent organisational skills	Application Form / Interview
Ability to work as part of a team	Application Form / Interview