



## Job Description

<b>ACADEMY:</b>	Venerable Bede CE Academy
<b>POST TITLE:</b>	Premises and Office Manager
<b>GRADE:</b>	SCP 24-27 (£29,174 to £31,895)
<b>REPORTS TO:</b>	Trust Operations Manager
<b>MAIN PURPOSE:</b>	<p>The oversight and strategic lead of the day to day running of the school premises, grounds and operation of the Academy.</p> <p>The day-to-day management and directional lead of the Senior Site Supervisor and Admin Team including delegation of relevant duties to facilitate an effective and efficient business service.</p>
<b>Contracted Hours</b>	37 Hours per week / Whole time
<b>Working Pattern</b>	Mon-Thurs 08:00-16:00 / Fri 08:00-15:30

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### DUTIES

#### Premises

- To strategically oversee the maintenance and upkeep of buildings and grounds.
- To ensure the buildings and grounds are fit for purpose, and continue to meet the needs of the pupils and staff.
- To have the responsibility and oversight of the coordination and use of all academy facilities including premises lettings, preparation for whole school events and any corporate hospitality.
- To strategically monitor the buildings maintenance schedule, arrange specific training and ensure compliance with statutory duty in regard to buildings, cleaning, health & safety and admin.
- To strategically monitor and manage the cleaning, buildings and admin budgets.

#### Health and Safety

- To assist the Head Teacher and Trust Executive Operations Manager to ensure that Health & Safety regulations are met.
- To liaise with all stakeholders with regards to the appropriate implementation and monitoring of Health and Safety.
- To manage DSE assessments.
- To undertake termly workplace inspections.
- To undertake fire risk assessments and review emergency evacuation plans.
- To maintain a first aid rota and ensure relevant staff are adequately trained.
- To operate and manage the online first aid and accident reporting systems.

#### Administration

- To be proactive in leading and managing the workflows within the school office, including the dissemination of tasks between staff.
- To lead in the management, development and implementation of the school's annual cycle of administration tasks.
- Efficient management of telephone and email contact for the Academy.
- Maintain an accurate filing and archiving system for the Academy.
- Maintain the confidentiality of all Academy's records relating to staff and pupils, in line with the latest requirements of the Data Protection Act and the Freedom of Information Act.
- Provide administrative support for senior members of staff when required (Typing, Organisation).
- Produce confidential minutes of meetings as directed by the Head Teacher.
- Ensure the efficient management of meeting rooms.
- Liaise with departments and inform all staff of necessary room changes.
- Ensure the effective management of all reprographics requests.
- Manage the CCTV system, providing confidential data as requested in line with Data Protection legislation.
- Set a good example in terms of personal presentation, attendance and punctuality.
- To have responsibility for the administration of school visits, events and activities where required.

### **Pastoral Care**

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
- Act as First Aider in line with the established rota.
- Deal with any pastoral queries from pupils or staff.
- Act as Fire Warden for the Academy with responsibility for designated area.
- To manage pupil reception and ensure the safety and welfare of pupils at all times.

### **Personnel Management**

- Directly manage the office admin team and the Senior Site Supervisor including delegation of tasks, training and development, performance management and professional conduct matters.
- Collection of information and documentation to enable the processing of DBS checks and updating of our Single Central Register for supply staff.
- Ensuring adequate cover of the admin office and site team during vacation periods and teacher training days.
- Monitor and record support staff holiday entitlement.
- To carry out annual Performance Management Reviews and regular line management meetings with relevant support staff.
- To carry out Return to Work interviews with relevant support staff.
- To annually review and amend, where necessary, the job descriptions of relevant support staff.
- Ensure adequate administrative and facilities cover for after school events.

### **General Responsibilities**

- To display a willingness to work outside of normal office hours if required.
- 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 Academy
- Develop constructive relationships and communicate with other agencies / professionals
- Share expertise and skills with others
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times

- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**Holidays to be taken in school holiday periods, by prior consultation with the Trust Executive Operations Manager.**

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility as directed by the Executive Head Teacher, Head Teacher and Executive Operations Manager.**

**Person Specification  
Premises & Office Manager – March 2022**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualification</b>	<p>Certificate in School Business Management (or equivalent in a relevant discipline)</p> <p>Maths and English (Grade A-C) (or equivalent).</p> <p>Excellent literacy and numeracy skills.</p> <p>Willingness to undertake First Aid qualification (if not in place)</p>	<p>Diploma in School Business Management (DSBM)</p> <p>First Aid qualification.</p> <p>Up to date Safeguarding training.</p> <p>IOSH or equivalent H&amp;S qualification.</p>
<b>Experience</b>	<p>Proven experience of managing buildings, cleaning and health and safety.</p> <p>Proven experience of line management experience across multiple departments.</p> <p>Experience of Health &amp; Safety, including statutory requirements for schools, in regard to building cyclical maintenance.</p> <p>An understanding of school systems including fire alarms, heating, water and other utilities.</p> <p>Experience in the production, review and management of H&amp;S related risk assessments.</p> <p>Proven ability to work in a very busy office environment with the skill to organise, prioritise, deal with multiple tasks and meet deadlines.</p> <p>Knowledge and experience of key school systems, for example SIMS, ParentMail, Inventory.</p> <p>Experience of using ICT including Word Processing, Spreadsheets, Database.</p> <p>Understanding of Safeguarding, Confidentiality, Equal Opportunities, GDPR and Health and Safety Policies with regard to a school environment</p> <p>Experience of liaising with other professionals and school stakeholders.</p>	<p>Experience of working in a school environment</p>
<b>Skills/Knowledge</b>	<p>Understanding and knowledge of building management.</p> <p>Awareness and knowledge of H&amp;S legislation applicable in school</p>	<p>Knowledge of premises and Health and Safety requirements.</p>

	<p>Ability to lead and manage the work and outcomes of others, as well as work within a team.</p> <p>Ability to work flexibly within the wider school team and to support other roles, as and when necessary.</p> <p>Ability to communicate efficiently and confidently at all times.</p> <p>Ability to produce high quality, accurate documentation with high speed typing ability.</p> <p>Ability to work sensitively and effectively with others to help them improve their everyday practice.</p> <p>Ability to prioritise own workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail.</p> <p>Ability to problem solve and create innovative solutions.</p> <p>Possess excellent ICT skills with a sound knowledge of software packages, such as Microsoft Office.</p> <p>Demonstrate significant experience of a range of general administrative functions within an office environment.</p> <p>Ability to effectively work with sensitive and confidential information/data.</p> <p>Ability to produce minutes of both formal and informal meetings.</p> <p>Working knowledge of GDPR policy and procedure.</p>	
<p><b>Personal Qualities</b></p>	<p>Be dependable and reliable.</p> <p>Have excellent time management and organisational skills.</p> <p>Able to remain calm, pleasant and courteous at all times, even when faced with tight deadlines or challenging situations.</p> <p>Approachable, reliable, conscientious, articulate, respectful, trustworthy, enthusiastic, positive.</p> <p>Commitment to high standards and to continue personal and professional development.</p> <p>High level of confidentiality and discretion.</p>	

	<p>A strong desire to work in a school environment and to support and be involved in wider aspects of school life.</p> <p>High expectations of self and others.</p> <p>A commitment to equal opportunities and empowering others.</p> <p>Be a very positive role model to pupils.</p>	
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