



FUTURE  
ACADEMIES  
LIBERTAS PER CULTUM



# Office Manager Recruitment Pack



## JOB DESCRIPTION

**JOB TITLE:** Office Manager

**RESPONSIBLE TO:** Director of Operations and Compliance

**HOURS:** 36 hours - Full time, all year round. Term time working would be considered for the right applicant.

**SALARY:** Scale 5, points 12 - 17 £33,291 - £35,814 per annum (salary would be pro - rata if term time only)

Starting salary to be confirmed upon appointment, subject to experience.

**PLACE OF WORK:** Churchill Gardens, Ranelagh Road, Pimlico, London, SW1V 3EU

**RIGHT TO WORK:** This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

**STAFF BENEFITS:** Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Mintago – employee benefits platform
- Employee Assistance Programme.
- Access to a Virtual GP
- Eye Care Voucher scheme.
- Salary sacrifice childcare

**PROBATION PERIOD:** The post holder will be required to complete a 6-month probation period

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### PURPOSE OF THE ROLE

1. To be responsible for the day-to-day operations of shared service whilst being front of house and first point of contact for visitors.
  2. To provide high level professional, efficient and effective administration support to senior members of the shared service.
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### MAIN RESPONSIBILITIES AND TASKS

Alongside the Communications and Marketing Manager, and the Data and Governance Manager create a contingent of office management to collectively ensure the smooth running of the shared services office.

As Office Manager you will undertake administrative tasks whilst also being first port of call for visitors. Key responsibilities for this dual role will include but are not limited to:

### **1. Reception and office management**

- Greet and welcome visitors, ensuring a positive first impression.
- Manage the reception area, maintaining a clean, organised, and professional space.
- Answer, screen, and forward incoming calls, emails, and messages.
- Coordinate front-desk activities, including managing access for visitors and overseeing the security of the office.
- Support with the management of the shared services inbox, responding to enquiries professionally, efficiently and effectively.
- Monitor and manage stationery inventory, ensuring availability and placing orders as necessary to maintain sufficient stock levels.
- Manage office supplies and general inventory, coordinating with vendors to ensure timely delivery of quality supplies.
- Organise and maintain filing systems, both digital and physical, to ensure easy retrieval of information.
- Schedule, coordinate, and support internal and external meetings.
- Support with the planning and management of hospitality for individual visitors and for larger events, or meetings.
- Support with the planning and coordination of the Trusts annual conference
- Prepare, edit, and distribute correspondence, agenda, minutes, and other communications.
- Handle incoming and outgoing mail, packages, and deliveries, coordinating with postal and courier services.
- Raise orders on finance system as required to support senior managers

### **2. Professional administrative support**

- Provide high-level administrative support to senior managers, including calendar management, travel arrangements, calculating expenses and coordination of meetings.
- Prepare reports, presentations, and other documents in readiness of meetings.
- Serve as a liaison between shared service staff and clients, or stakeholders, ensuring effective communication.
- Conduct research and compile data to assist senior managers in decision-making and project planning.
- Support with the updating and maintaining of the Trust and school websites
- Support with freedom of information and subject access requests received.

### **3. Clerking Duties**

- Record and maintain meeting minutes, ensuring an accurate record of discussions and decisions.
- Prepare agendas, track action items, and follow up on outstanding tasks to ensure timely completion.

- Maintain accurate records and assist with document retrieval as required by internal or external stakeholders.
- Assist with clerical duties, including data entry, record keeping, and file organisation (including SharePoint)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>English &amp; Maths A-C, /NVQ 3 qualifications</li> <li>Continued professional development</li> <li>Qualification relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Successful demonstrable experience of working in a similar role.</li> <li>Experience of providing high quality administrative and or front of house services.</li> <li>Experience of dealing with a range of employee queries in a professional and timely manner</li> <li>Experience of building positive relationships with key stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Of working within the educational sector</li> <li>Line management</li> <li>Using school specific software systems</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>A strong working knowledge of Microsoft Office software, including Word, Excel, and PowerPoint</li> <li>Ability to problem-solve, including being able to identify and resolve issues in a timely manner.</li> <li>Ability to think clearly, incisively, and strategically.</li> <li>Ability to analyse information.</li> <li>Ability to set high standards and to provide focus for improvement.</li> <li>Ability to manage conflicting priorities.</li> <li>Extremely organised, accurate and thorough</li> <li>Ability to maintain and enhance effective systems for a smooth running of the school.</li> <li>An understanding of the importance of confidentiality</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to communicate effectively in writing and orally.</li> <li>• Ability to deal sensitively with people and resolve conflicts.</li> <li>• Ability to listen and respond appropriately.</li> <li>• Ability to quickly adapt to change.</li> </ul>	
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to the safeguarding and promotion of the welfare of all children and young people.</li> <li>• Commitment to equality and Diversity</li> <li>• Committed to equal opportunity</li> </ul>	

## **APPLICATION PROCESS**

### **1. Applying for the role**

To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk/vacancies)

Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than 9am on 27<sup>th</sup> January 2024. Applications after this date will not be considered.

### **2. Interview Process**

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

We reserve the right to interview candidates ahead of the closing date.

### **3. Notification & Feedback**

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

### **4. Taking up the post**

The successful candidate will take up the post as soon as possible.

### **5. Additional information**

For further information please email [HREnquiries@futureacademies.org](mailto:HREnquiries@futureacademies.org) and a member of the HR team will contact you.

### **6. Safeguarding**

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.