

**HAYDON SCHOOL**  
**JOB DESCRIPTION – OFFICE MANAGER**

<b>Post Title</b>	<b>Office Manager</b>
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>Reporting to:</b>	Director of Finance and Operations
<b>Purpose of the Role:</b>	<p>To lead and manage the school's administrative services, ensuring efficient, professional and responsive support to students, staff, parents, and visitors.</p> <p>To act as the school's Data Protection Officer (DPO) and lead on compliance matters, ensuring adherence to statutory and regulatory requirements, including data protection, safeguarding, and policy compliance.</p>
<b>Liaising with:</b>	Internal and External Stakeholders
<b>Working time:</b>	37 hours / 52 weeks per year - Full time & full year position
<b>Salary/Grade:</b>	POA P29 to P33 (£42,769 - £46,967)
<b>Disclosure level:</b>	Enhanced
<b>Key responsibilities:</b>	<p><b>1. Leadership &amp; Management of Administration Team</b></p> <ul style="list-style-type: none"> <li>• Lead, line manage and develop the school's administrative staff, providing direction, performance management and professional development.</li> <li>• Oversee effective deployment of staff to ensure operational needs are met.</li> <li>• Conduct performance reviews, identify training needs and promote a culture of high standards, accountability and teamwork.</li> <li>• Monitor and improve administrative processes to ensure high-quality service delivery.</li> <li>• Foster a positive, collaborative working culture across the team.</li> </ul> <p><b>2. Office &amp; Administrative Operations</b></p> <ul style="list-style-type: none"> <li>• Oversee daily operation of the school office, ensuring smooth and professional service to all stakeholders.</li> <li>• Maintain effective communication systems within the school and with external contacts.</li> <li>• Ensure reception is welcoming and efficient, reflecting the school's ethos and safeguarding procedures.</li> <li>• Lead, manage and develop: <ul style="list-style-type: none"> <li>○ Exams administration and compliance</li> <li>○ Student admissions, enrolment and retention processes</li> <li>○ Educational visits and student work experience coordination and approvals</li> <li>○ PA support to the Headteacher and SLT</li> </ul> </li> </ul>

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		<ul style="list-style-type: none"> <li>○ General administrative tasks (letters, reports, filing, record-keeping)</li> </ul> <p><b>3. Compliance &amp; Policy Management</b></p> <ul style="list-style-type: none"> <li>● Act as the school's lead for policy management — ensuring policies are up-to-date, compliant with statutory requirements, and accessible.</li> <li>● Maintain a policy review calendar and coordinate updates with relevant staff and governors.</li> <li>● Ensure statutory returns and compliance reports are submitted on time.</li> <li>● Keep accurate and secure records relating to compliance matters.</li> </ul> <p><b>4. Data Protection Officer (DPO) Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Serve as the school's designated Data Protection Officer in line with GDPR requirements.</li> <li>● Advise SLT, governors, and staff on data protection obligations and good practice.</li> <li>● Maintain the school's Record of Processing Activities and oversee privacy notices.</li> <li>● Conduct and monitor Data Protection Impact Assessments (DPIAs).</li> <li>● Investigate and report on data breaches, liaising with the ICO where necessary.</li> <li>● Lead data protection training for staff and monitor compliance.</li> </ul> <p><b>5. Safeguarding &amp; Confidentiality</b></p> <ul style="list-style-type: none"> <li>● Ensure safeguarding is embedded in all administrative processes.</li> <li>● Maintain confidentiality at all times in line with school policy and GDPR.</li> </ul> <p><b>6. Strategic &amp; Operational Contribution</b></p> <ul style="list-style-type: none"> <li>● Develop efficient systems and processes that support school priorities.</li> <li>● Regularly review office systems, records, and administrative policies to ensure alignment with compliance requirements and school priorities.</li> <li>● Provide data, analysis, and operational insight to support whole-school improvement and strategic planning.</li> <li>● Oversee the collection, management, and analysis of student data (admissions, attendance, attainment, behaviour, etc), ensuring accuracy and compliance with GDPR.</li> <li>● Carry out detailed analysis of student data and prepare clear, accurate reports for the Senior Leadership Team, governors, and other internal / external stakeholders to inform decision-making and demonstrate compliance.</li> <li>● Produce accurate reports and statutory data returns for senior leaders, governors, the local authority, and external agencies.</li> <li>● Represent the administration function at meetings when required.</li> </ul>
<b>Deployment of Staff</b>		<ul style="list-style-type: none"> <li>● Organise and oversee effective and efficient administrative services</li> </ul>

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<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• Ensure self-development and development of all team members</li> <li>• To take part in and organise training as needed</li> <li>• Organise and take part in cross training in roles and responsibilities across teams and perform these roles as required</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To ensure that this maintained at all times</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To communicate with both internal and external stakeholders to perform the role as defined</li> </ul>
<b>Additional Duties:</b>	<p>To play a full part in the life of the school community, to support the school's distinctive mission and ethos and to encourage students and staff to follow this example</p> <p>To perform one daily duty of supervising students across the school site.</p> <p>To act as first aider and fire warden</p>

**You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.**

- To promote actively the school's corporate policies
- To continue personal development as agreed
- To actively engage in the staff review and development process

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

**AUGUST 2025**

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**PERSON SPECIFICATION**

**Qualifications**

**Essential:**

- A degree level education
- Evidence of continuing professional development in administration or management

**Desirable:**

- Data Protection Officer training or GDPR qualification
- Leadership/management qualification
- First Aid at Work qualification (or willingness to obtain)

**Experience**

● **Essential:**

- Managing a busy administrative office or service team
- Leading and developing staff
- Working with senior leadership to deliver organisational priorities
- Handling confidential and sensitive information
- Experience in a school or education setting
- Experience as a Data Protection Officer or in a compliance role

**Skills & Knowledge**

- Excellent organisation and time management skills
- Strong interpersonal and communication skills
- High level of IT literacy (Microsoft Office, Google Workspace, MIS systems such as Bromcom, Applica)
- Understanding of GDPR and data protection principles
- Ability to manage multiple priorities and meet deadlines

**Personal Qualities**

- Professional, calm, and approachable manner
- Commitment to safeguarding and promoting the welfare of young people
- Attention to detail with a focus on accuracy
- Proactive, solution-focused and able to work independently

**AUGUST 2025**