



**Ambitious  
about Autism**

# Office Manager

Job description, 2025

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# Job description

<b>Job title</b>	Office Manager	<b>Team</b>	TreeHouse School
<b>Job band</b>	£35,320 - £41,382 (depending on skills and experience)	<b>Reporting to</b>	EA to Head of School
<b>Hours</b>	40 hours per week, 8am-5pm. Monday-Friday.	<b>Line manages</b>	Receptionist

**Approved by:** Head of School

**Updated:** January 2025

## Role purpose

To provide high quality administrative and reception support to TreeHouse School and Ambitious about Autism. Overseeing the running of the front office, including line management of reception. Providing a consistent, excellent, and professional service for TreeHouse School and Ambitious about Autism. Managing the stationary budget, ordering stationery supplies for PNC, acting as a central information point for staff, parents and visitors and carrying out a range of administration tasks, including admin to support the school leadership team and Head of School.

Act-up to EA to Head of School in the absence of Executive Assistant.

## Key accountabilities and dimensions

### Office Management:

- Manage the Pears National Centre's front office, ensuring that the school and the organisation is supported with effective and timely administration
- Performance manage the Receptionist ensuring they carry their duties as stated in their JDs, to the highest standard.
- Support School Leadership Team with admin tasks
- Manage the school admin workload, ensuring school admin duties are carried out to a high standard and within the necessary time frames
- Manage any performance issues within the team
- Ensure reception is always covered during the working day with a rotating 07:30 start time between the team
- Manage the team's annual leave
- To order all stationery supplies for PNC including paper
- To order all school supplies. Managing the process and working with Finance & Ops on PSF to ensure a smooth Purchase Order process, including management of any online purchasing accounts.
- Top up and record oyster card expenditure, completing Purchase orders and placing orders in coordination with the Ops Team.
- Purchasing: ensuring curriculum resources including food requirements are purchased in line with purchasing policies and procedures – in coordination with the Deputy Headteacher and Ops Team.
- Responsible for the administrative support for TreeHouse School Petty Cash Float including processing requests, returning monies / receipts under expenses, maintaining security, periodic returns to finance and recharging monies.

- School Credit card holder
- Updating Inventory system
- Maintaining records of orders
- Ensuring deliveries are received and checked against purchase orders and following through queries with suppliers
- To train new office staff where necessary

### **Administrative:**

- Arranging meeting room bookings and set ups- ensuring that rooms are updated at the end of each day
- Preparation of documents and letters
- Maintenance of databases
- Raising purchase orders and processing invoices
- Assisting with general administrative tasks as required by SLT
- Creating stationery packs at the beginning of each term
- Tesco food ordering, sorting and finance admin
- Credit card reconciliation
- Ordering and processing payment for Wonde free school meal vouchers
- Create termly school bulletin and Newsletters

### **Other duties:**

- Address client/customer needs and respond in a consistent, timely, clear, and professional manner
- To provide support to the Head of School when required
- Respect and maintain confidentiality in discussing any organisational matters and personnel information in accordance with Ambitious about Autism's Data Protection Policies
- Regularly evaluate, and seek ways to enhance, the reception service.
- Perform routine office tasks necessary for the operation and presentation of a professional office as required
- Assist in other duties as needed and directed, and consistent with the role
- To act as a Fire Marshall
- Proactively maintain the knowledge, skills and networks needed to deliver this role.
- Support Ambitious about Autism's core values and carry out all responsibilities with due regard to the organisation's policies and procedures, especially Safeguarding, Health and Safety and Equal Opportunities.

### **Additional duties**

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autism's Equality, Diversity and

Inclusion policy and procedures.

- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

The job description is not an exhaustive list. The postholder may be required to undertake other duties as directed by the Headteacher.

# Person specification

Role and band competencies	Essential
<b>Specific knowledge, experience and technical skills</b>	
1. Educated to A-level standard or equivalent	X
2. Formal Administrative/reception qualifications or strong experience	X
3. Excellent IT skills- Microsoft Office and particularly outlook, email, calendaring. Excel, word, PowerPoint, and databases	X
4. Experience of providing high quality administration and reception support.	X
5. Experience of becoming Fire Marshall, or willingness to become one	X
6. Previous experience of working within a fast paced, challenging reception	X
7. Excellent interpersonal skills at all levels via telephone and written forms of communication	X
8. Excellent organisational skills	X
9. Experience of using own initiative to plan, organise and manage own workload in an environment where priorities change daily and yet to keep to deadlines	X
10. Experience of drafting and setting out own correspondence	X
11. Experience of working as part of a team	X
12. Commitment to TreeHouse School and Ambitious about Autism aims, objectives and values	X
13. Knowledge of Data Protection, Equality & Diversity and Health and Safety	X
14. Excellent customer focus	X
15. Experience of working within a similar SEN organisation / school / charity environment	X
16. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
<b>Personal attributes</b>	
17. Polite and helpful	X
18. Professional, a commitment to quality and delivery of a first-class customer experience	X
19. Approachable and willing to listen to both customers and colleagues	X
20. Excellent record of punctuality in previous employment	X
21. Ability to motivate others by clearly communicating	X
22. Good rapport building	X
23. Good problem-solving skills and initiative	X
24. Ability to work in a flexible and co-operative manner	X
25. Excellent communication and interpersonal skills	X
26. Compassionate and sympathetic	X
27. Ability to respond to high workloads and stressful situations in a calm	X

and effective way	
28. Experience of working in a school environment	X
29. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

# How to apply

Stage	Timescale
Closing date for applications	<b>Sunday 26 January 2025</b>
Candidates informed of outcome of application	<b>W/C Monday 27 January 2025</b>
Interviews (these will be conducted in person at TreeHouse School)	<b>Friday 31 January 2025</b>

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, [jaxford@ambitiousaboutautism.org.uk](mailto:jaxford@ambitiousaboutautism.org.uk).

## Equal opportunities monitoring

*Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.*

*Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.*



# We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

## Contact us

The Pears National Centre for Autism Education  
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ [info@ambitiousaboutautism.org.uk](mailto:info@ambitiousaboutautism.org.uk)

🌐 [ambitiousaboutautism.org.uk](http://ambitiousaboutautism.org.uk)

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Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.