

**Job Description: School Office Manager**

**The Post**

Reporting to the Headmaster’s PA, you will manage the smooth running of the School Office and provide administrative support to the Senior Management Team and Teaching Staff.

Responsibilities will include:

* Day to day management of the senior school office, to include:
* Leading the school office team, ensuring the office is effectively staffed
* Welcoming visitors
* Dealing with enquiries (via email, telephone and in person)
* Overseeing communications to parents, including weekly bulletins, letters and other school information
* Assisting with pupil queries and concerns
* Monitoring and ordering stationery supplies
* Liaison with the estates and caretaking teams regarding deliveries and site requests
* Management of pupil records and attendance using the school database (SIMS), to include:
* Recording pupil absences and pupil lateness on a daily basis
* Ensuring AM, PM and class registers are accurately completed
* Recording pupil activities on a daily basis
* Ensuring all unauthorised pupil absences are followed up in line with the school’s attendance policy
* Ensuring accurate form group registers are available, in line with fire safety procedures
* Providing support to the senior leaders and teachers, to include:
* Preparation of paperwork for parents’ evenings
* Preparation of achievement certificates for pupil assemblies
* Other occasional admin support, such as photocopying and typing
* Assisting at occasional school events, such as open days
* Other responsibilities:
* Taking part in relevant training days
* Upholding the Catholic ethos of the school
* Any additional duties as and when required by the Headmaster
* In all aspects of the post, to be fully aware of the school’s Safeguarding and Health and Safety procedures

Undertake such other responsibilities as may reasonably be required from time to time by the Headmaster

School Office Manager - Job Specification

Essential skills:

* Professional manner
* Smart and well-presented
* Good communication skills, including written
* Meticulous attention to detail
* Friendly and welcoming
* Polite and helpful

Desirable skills:

* Experience using SIMS database and a school VLE
* First Aider

Essential experience:

* Administrative or reception work

Desirable experience:

* Work in a school

Essential personal qualities:

* Reliable and punctual
* Well presented
* Articulate
* Enthusiastic
* Enjoy working with children