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**JOB DESCRIPTION**

**SCHOOL OFFICE MANAGER – PREP SCHOOL**

The role focuses on supporting the senior leadership team in its aims and objectives by leading and effectively managing the school office staff and systems as well as keeping the school running smoothly.

The post reports to the Head of the Prep School.

Main Duties

* Coordinate and administer After School Clubs, Breakfast Clubs, Holiday Clubs, forest school toddler group, School events and coaches.
* Manage and maintain accurate record attendance of clubs and coaches, including liaising with parents and recording payments.
* Liaise closely with all School Club staff, and all other Support Staff to ensure information is shared proactively and appropriately.
* Manage the parent portal, including uploading information and keeping content up to date.
* Collate and circulate information as required, producing written correspondence to staff and parents as directed by the Head and Deputy Heads and directors of music and sport.
* Provide some diary management for the Deputy Heads.
* Manage the room booking system and school calendar.
* Support with the preparation of open days liaising with the senior leadership team, Admissions and Marketing as appropriate to ensure the needs of the Prep School are understood and accommodated.
* Provide an up to date daily/weekly diary and maintain an overview of approaching deadlines, working closely with Deputy Heads as well as the Head and the Head’s PA as appropriate.
* Line manage two members of staff
* Attend Whole school staff meetings at the beginning of term and other meetings as required throughout the year.
* Participate in INSET and training as required, taking a full part in professional development.
* Follow school policies and support their implementation.
* Participate in the school's performance management programme.
* Carry out any other duties as may reasonably be required by the Head of Prep School.

Flexibility in the role is important as the Job Description may change in response to the school’s needs and/or educational initiatives and developments. All staff are expected to support school events and join in the wider life of the school, including INSET days, Open Days and Welcome Evenings etc.

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**PERSON SPECIFICATION**

**SCHOOL OFFICE MANAGER -PREP SCHOOL**

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| Qualifications and experience | * School Business Manager qualification or the willing to work towards * Education to degree level * Experience and use of SIMS | Essential | Desired  D  D  D |
| Skills | * Excellent communication skills, with the ability to present information clearly, adapting style to suit individual situation and needs * Line management experience * Excellent numeracy and literacy skills * Excellent use of ICT, including Microsoft Office * Strong time management and organisational skills * Ability to work independently using own initiative * Ability to work through problems to resolution | E  E  E  E  E  E  E |  |
| Personal qualities | * Ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise * Friendly and approachable * Understand and respect the principles of confidentiality * High professional standards and expectations of staff and yourself * A willingness to show initiative and new ways of thinking to improve practices * Flexibility in order to accommodate changes in work priorities * A good sense of humour * A good team player | E  E  E  E  E  E  E  E |  |
| Philosophy and Ethos | * Ability to form and maintain appropriate relationships * A commitment to safeguarding and promoting the welfare of children and young people * Support for the Christian values underpinning the school * A commitment to furthering children’s emotional and spiritual development * A positive role model | E  E  E  E  E |  |

November 2017