**Job Description: Office Manager**

**Reporting to: Operations Manager**

**Responsible for:                        School Administrators**

**Start date:                                  July 2018**

**Location:                                     Ark Boulton Academy**

**Contract:                                    Permanent, Full-time**

**The Role**

As Office Manager, you will play an important role in ensuring the administrative functions of Ark Boulton Academy run efficiently and effectively. You will supervise front office administrative staff, systems and processes and deputies for the operations manager when required.

**Key Responsibilities**

**Administration**

* Ensure that a full range of excellent, consistent administrative support is delivered across the school
* Take a lead role in planning, developing and monitoring of support systems, procedures and policies
* Line manage a team of administrative staff to ensure an effective and efficient administrative service.
* Ensure internal and external perceptions of the school are managed and protected within favourable boundaries, maintaining confidentiality when appropriate
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
* Take ownership for various projects to meet the needs of the school in order to achieve project goals and assist the effectiveness of the department.
* To manage staff performance development and address performance issues if needed.

***\* Please note that the following list of responsibilities detail the areas this post will have responsibility over. Actual duties will be divided between this person and their administration team.***

**Pupil Data & Admissions**

* Maintain relevant databases, including personal records and assessment details on students, using CMIS, the Student Information Management system.
* Provide reports to parents, students, staff and other stakeholders in a range of different formats.
* Support the pupil admissions process alongside the Data Manager.
* Complete and run Pupil Census on time.
* Ensure the induction of all new pupils and parents is well planned and appropriately documented with full liaison with the Student Support Manager.

**Cover Supervision**

* Working closely with the Vice Principals to ensure all lessons are covered by suitable teaching staff in case of staff absence.
* Ensure all leave of absences are updated and accounted for on the School database.
* Ensure accurate, timely staff information is communicated to all relevant parties in case of cover arrangements.
* Liaising with recruitment agencies to arrange temporary supply staff when required.
* Ensuring timesheets are completed recorded and sent to Finance team.

**Timetabling & Room Booking**

* To book rooms for all staff meetings, trainings and other adhoc meetings as and when required.

**Resources**

* Be responsible for the selection, procurement and management of resources, including management of any associated budget and regular audit of resources.
* Support the management service contracts maintaining a register of contracts and maintenance agreements.

**Health and Safety**

* Manage the Health, Safety and Welfare of staff and other persons on school premises as directed by the Premises Manager.
* Be responsible for first aid cover and training, maintaining records and supplies working along side the School nurse.
* Arrange, in conjunction with the Site Manager, health and safety audits and inspections.
* Be available to any member of staff to discuss and to seek to resolve health and safety problems with the help of the Site Manager.

**Other**

* Contribute to the overall ethos, work and aims of the school
* Develop constructive relationships and communicate with other agencies or professionals, sharing expertise where required.
* Carry out other reasonable tasks as directed by the Operations Manager or Principal.