

Job Description

Postholder	Office Manager
Line Manger	Business Manager
Salary/Scale of Post	Grade H, Scale Points 25 – 28 (Currently £22,658 - £24,964 pro rata)
Hours of Work	37 Hours Per Week , 50 working weeks
Post Purpose	<p>The post holder will be responsible to the School Business Manager (the designated Line Manager) for providing a wide range of secretarial, data processing and administrative support services to support the needs of the whole school community. The Office Manager will also be expected to work closely with, and take direction from, the Headteacher and other members of the Senior Management team and will lead the reception team in providing excellent customer service and presenting a positive image of the school to parents and the local community.</p> <p>The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below in the assumption that all usual associated routines are included in the post description.</p>
Specific Duties	<p>The Office Manager will be required to undertake the following duties:</p> <ul style="list-style-type: none"> • Line management of the administrative staff including the Data Manager, the School Matron, the Cover, Training & Registration Co-ordinator, the Faculty Support Co-ordinator, Sixth Form Administrator and the Receptionists. • Day to day leadership, development and forward planning of administrative activity, including the management and co-ordination of colleagues' work loads, ensuring appropriate delegation and prioritisation in the provision of a professional and confidential administration service. • Maintain close liaison with Heads of Faculty, Heads of Year, the Finance Manager, the Examinations Manager, HR Adviser, the

	<p>Facilities Manager, the Clerk to the Admissions Appeals Panel and the PA to the Headteacher.</p> <ul style="list-style-type: none"> • Participate in the recruitment and induction of all new administrative staff, and conduct appraisals in accordance with the school policy. • Ensure that the administrative staff are provided with the necessary on the job and external training, to maintain efficiency and provide job shadows for key tasks in the event of absence. • Devise and implement internal training programmes making use of Staff Development Days as appropriate. • Attend training courses identified as essential to meet the requirements of allocated tasks. • Oversight of the arrangements for the maintenance of the room booking systems and school calendar. • Act as SIMS System Manager, adding new users and allocating permissions as necessary. Maintain close liaison with the Network Manager, and the relevant specialist staff at Capita responsible for updating and maintaining the Administrative Network. • Maintain the SIMS pupil database, issuing data collection sheets and liaising with Year Heads, Tutors and parents as necessary; ensuring that all new pupils and leavers are recorded, and processing Common Transfer Files (CTF) as required. • Manage the SchoolComms system, ensuring that the system is kept topped up for emergency use. • Administration of admissions, including the new Year 7 intake, working with the Headteacher, LA Admissions Team and Primary Liaison Co-ordinator as necessary. • Act as first point of contact for parents seeking admission during the school year, liaising with the Headteacher and Heads of Year. • Compilation of statistical returns to the DfE and LA, liaising with Year Heads and SMT to ensure that the essential supporting data is recorded on the system and kept up-to-date. • Act as budget holder for the Administration, Printing, Postage, & Telephone budgets. Oversight of the First Aid budget and the arrangements for the provision of educational items to pupils. • Act as an authorised signatory for school cheques and authorise on-line payments made by the school. • Act as Asset Register custodian for the Administration complex. • Researching, advising and making recommendations in respect of: <ul style="list-style-type: none"> • The introduction and use of new working practices to
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	<p>improve efficiency or the quality of service provided.</p> <ul style="list-style-type: none"> • Changes to the administrative staffing structure and/or modifications to job descriptions • Office equipment procurement, replacement and repair requirements. • Administration of the parking permit scheme. • Undertake note taking for morning briefing. Oversee the scrutiny and redirection of incoming emails. When the situation demands, undertake reception duties. • Support the Business Manager with administration relating to the School's marketing strategy and income generation plans. • Liaise with external printers for printing requirements including School stationery, Prospectus, school planners and the Year 9 Choice Booklet. • Maintain an understanding of the PA to the Headteacher's role, and stand in/provide back up during periods of absence if required. • Maintain an understanding of the Data Manager and Cover Manager's roles and stand in during periods of absence if required to undertake key tasks. • Undertake the responsibility for the retention of school records in accordance with Data Protection Act 1998 and the Freedom of Information Act 2000.
General Conditions	<ul style="list-style-type: none"> • All duties must be carried out complying with: <ul style="list-style-type: none"> • The Health & Safety at Work Act. • Acts of Parliament, statutory instruments and regulations, as well as other legal requirements. • Relevant nationally-agreed codes of practice.
Associated Duties	<ul style="list-style-type: none"> ▪ Undertake other tasks commensurate with the scale and responsibilities of this post ▪ Undertake any reasonable duty deemed necessary by the Headteacher, School Business Manager or any other member of SMT.