

Job title:	Office Manager	Ealing GLPC Grade:	Scale 7 Point 29 to 31
School:	Brentside High School	Post No:	
Line manager:	School Business Manager		
Supervisory responsibility:	Responsible for the management of school administrative and clerical staff as necessary		
Hours:	35 hours a week (term time 37.5 hours and flexi hours in holidays), full time with 25 days holiday.		

Main purposes of the job

- Be responsible for and manage the operation and delivery of administrative support services within the school.
- Be responsible for the management of and planning, development and monitoring of administrative and front office support services.
- Be responsible for management of staff, including commissioning and delegation of relevant activities.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school

Main responsibilities and tasks

Organisation

1. Be responsible for planning, development, design, organisation and monitoring of administrative support services and whole school systems, procedures and policies.
2. Represent the administration team at relevant meetings.
3. Be responsible for the recruitment, induction, appraisal, training and mentoring systems for support staff.
4. Be responsible for managing information request with respect to Data Protection.

Administration

5. Develop and monitor management information systems and be responsible for the administration and accuracy of student computerised database systems e.g. SIMS, ParentPay, SAM etc.
6. To liaise with Data Team and be responsible for the organisation the collection of data from students/parents necessary for the accurate maintenance of the schools' management information systems.
7. Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information.
8. Be responsible for the development, design and effective operation of administration procedure, creating an administrative handbook to support team operations.
9. Be responsible for the provision of specialist advice and guidance to SBM/SLT/Governing Body on national and local guidelines/policy/statute within their own area of responsibility.
10. Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising within their own area of responsibility.
11. To support SLT with updating and developing the school website, marketing and promotion initiatives for the school.
12. To be responsible for the effective management of school administrative equipment and resources, ensuring that the office stationery is at appropriate stock levels.

13. To oversee and support with admissions and appeals processes ensuring that all cases are managed in an effective and efficient manner.
14. To ensure systems are in place to manage bookings and hospitality as and when required.
15. To monitor SIMS updates and ensure that the information is uploaded on to the management information system.
16. To monitor and support front of house operations including providing updates to administration team regarding safeguarding and security.
17. To provide cover and support as necessary for the Headteacher's PA in times of absence.
18. To be responsible for the coordination, accuracy and production of school documents and correspondence e.g. bulletins, newsletters, prospectus, letters etc.
19. To develop school electronic communication systems.
20. To be responsible for both annual Year 6 and general casual admissions procedures. Liaising with Year Leaders to provide suitable induction documentation for students who will be attending Brentside High School.
21. To monitor and review trip procedures ensuring trips, applied learning day and other activities are managed in an effective and efficient way.
22. To oversee and develop effective and efficient manual and computerised filing systems with regard to record retention rules, Data Protection and school policy.

Team Management

23. To develop and embed appropriate overlap of duties and skills to cover absence and periods of intense workload.
24. To be responsible for day to day management of the administrative team including the school reception area and undertake performance management, identifying and arranging high level support, challenge and training as appropriate to the school's requirements.
25. To be responsible for the day to day operations of the administrative team functions such as post, switchboard management and general office duties ensuring that these are carried out in an effective and efficient way.
26. To be responsible for overseeing and distributing the day to day workload and duties of the administrative team, identifying priorities and deadlines in line with agreed office procedures.
27. To support the administrative team as required and as appropriate, providing cover for work of other members of the team according to workload pressures and/or in their absence.
28. To develop and embed appropriate overlap of duties and skills to cover absence and support team during peak times.
29. To be responsible for ensuring the accuracy and attention to detail of information, correspondence and data produced or provided by the administrative team.
30. Undertake line management responsibilities including performance management as appropriate for administrative staff reporting to the School Business Manager in line with school policy.
31. To review and develop administrative team practices in consultation with the School Business Manager, implementing effective and efficient ways to deliver administrative support services.
32. To operate and develop the use of computerised systems using standard software applications including Microsoft Word, Excel and Power Point.

Responsibilities

33. Comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to the Child Protection Officer.
34. Establish and maintain a professional, enthusiastic and positive attitude and commitment to work with the team.

- 35. To adhere to school policy on equality and diversity.
- 36. Contribute to the development and implementation of the overall ethos/work/aims of the school.
- 37. Develop constructive relationships and communicate with other agencies/professionals.
- 38. Participate in training opportunities and professional development as required.
- 39. Undertake similar duties commensurate with the level of the post as required by the Headteacher.

Signatures – line manager and job holder

Signature of line manager:

Date:

/ /

Signature of post holder:

Date:

/ /

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	Person Specification	Point range	29 - 31
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This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Education and Experience

- a) To be educated to level 4 (or equivalent, including GCSE maths and English)
- b) Experience of managing a busy office, preferably in a school environment.
- c) Experience of managing a team
- d) Excellent literacy/numeracy skills. (this will be tested at interview).
- e) High level of competence using the internet, word processing, data bases (this will be tested at interview).

Knowledge, Skills and Abilities

- f) Be up to date with current practice relevant to the role.
- g) To work constructively as a part of a team, understanding school roles and responsibilities and the post holder's position within these.
- h) Ability to lead and line manage teams effectively.
- i) To have excellent communication skills.
- j) Ability to interpret information and to devise policy/practices.
- k) The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.
- l) Ability to relate well to students and adults.
- m) Evidence of continuing and relevant professional development.
- n) Ability to self-evaluate learning needs and actively seek learning opportunities.
- o) To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Prepared by:

Date / /

Agreed by:

Date / /

